

AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF SEPTEMBER 14, 2012
8:30 AM



Mission Statement: "To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service."

**THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT
WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S
ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA**


- | | | |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i> | <i>City of Watsonville</i> |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i> | <i>City of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Dene Bustichi</i> | <i>City of Scotts Valley</i> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Vice Chair</i> | <i>City of Watsonville</i> |
| <input type="checkbox"/> | <i>Director Ron Graves</i> | <i>City of Capitola</i> |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Deborah Lane</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director John Leopold</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Ellen Pirie</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Lynn Robinson, Chair</i> | <i>City of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Director Mark Stone</i> | <i>County of Santa Cruz</i> |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i> | <i>UC Santa Cruz</i> |

Leslie R. White, General Manager / Secretary of the Board
Margaret Gallagher, District Counsel

INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN

Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

 *The METRO Administrative Offices are located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF SEPTEMBER 14, 2012
PAGE 2 OF 3**

MEETING LOCATION:
SANTA CRUZ CONFERENCE ROOM, 110 VERNON STREET, SANTA CRUZ

8:30 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. ROLL CALL

2. ORAL AND WRITTEN COMMUNICATIONS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

3. LABOR ORGANIZATION COMMUNICATIONS

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.

5-1. RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY13 WITH TRAVELERS PROPERTY CASUALTY CO. OF AMERICA AND QBE INSURANCE CORPORATION
Submitted by Angela Aitken, Finance Manager

5-2. ACCEPT AND FILE MINUTES OF BOARD OF DIRECTORS MEETINGS OF JUNE 8 AND JUNE 22, 2012, AND SPECIAL MEETING OF JULY 6, 2012.
Submitted by Tony Tapiz, Administrative Services Coordinator

5-3. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF INOSENICIO GUAJARDO, CLAIM #12-0015; REJECT THE CLAIM OF THEODORE MCLEAN, CLAIM #12-0017
Submitted by Margaret Gallagher, District Counsel

5-4. NOTICE OF ACTIONS TAKEN IN CLOSED SESSION
Submitted by Margaret Gallagher, District Counsel

**AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF SEPTEMBER 14, 2012
PAGE 3 OF 3**

REGULAR AGENDA

6. CONSIDERATION OF APPOINTMENT OF CHARLOTTE WALKER TO THE METRO ADVISORY COMMITTEE (MAC)
Presented by Leslie R. White, General Manager
7. CONSIDERATION OF ADOPTION OF REVISED EQUAL OPPORTUNITY PLAN (EOP) FOR 2012 – 2014
Presented by Robyn Slater, Human Resources Manager
8. CONSIDERATION OF APPOINTING A RECRUITMENT TASK FORCE FROM THE MEMBERS OF THE BOARD FOR THE PURPOSE OF COMMENCING RECRUITMENT ACTIVITIES FOR THE POSITIONS OF DISTRICT COUNSEL AND GENERAL MANAGER
Presented by Lynn Robinson, Board Chair
9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH NORTH STAR, INC. FOR AN INCREASED AMOUNT NOT TO EXCEED \$155,000
Presented by Robert Cotter, Maintenance Manager
10. CONSIDERATION OF AWARD OF CONTRACT WITH TRC SOLUTIONS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE JUDY K. SOUZA OPERATIONS BUILDING COMPONENT OF THE METROBASE PROJECT IN AN AMOUNT NOT TO EXCEED \$1,495,440
Presented by Erron Alvey, Purchasing Agent
11. ORAL ANNOUNCEMENT
The next regularly scheduled Board meeting will be held Friday, September 28, 2012 at 9:00 a.m. at the Scotts Valley City Council Chambers located at 1 Civic Center Drive, in Scotts Valley, California.
12. ADJOURNMENT
Adjourn to the next regularly scheduled Board Meeting.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 14, 2012

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY13 WITH TRAVELERS PROPERTY CASUALTY CO. OF AMERICA AND QBE INSURANCE CORPORATION

I. RECOMMENDED ACTION

That the Board of Directors authorizes renewal of property insurance coverage with Travelers Property Casualty Co. of America and QBE Insurance Corporation.

II. SUMMARY OF ISSUES

- Santa Cruz METRO carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- Staff recommends that the Board of Directors authorize the renewal of property insurance coverage with Travelers Property Casualty Co. of America and QBE Insurance Corporation in the amount of \$86,978.

III. DISCUSSION

Barney & Barney, Santa Cruz METRO's property insurance broker, has arranged for renewal of property insurance coverage with Travelers and QBE Insurance Corporation and for Boiler and Machinery coverage with Travelers. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, computer and telephone systems, employee tools, and other equipment, with a \$5,000 deductible.

The QBE Insurance Corporation is rated A, XII by A. M. Best.

The Travelers Property Casualty Co, of America is rated A+, XV by A. M. Best.

Santa Cruz METRO carries flood insurance on two locations, 1200 River Street, and 1200 B River Street under two separate policies.

Staff recommends that the Board of Directors authorize the renewal of property insurance coverage with Travelers Property Casualty Co. of America and QBE Insurance Corporation in the amount of **\$86,978**. The year over year increase is \$1,618, which includes \$536 to increase contents coverage at the 110 Vernon facility from \$702,000 to \$1,000,000.

September 14, 2012

Board of Directors

Page 2

IV. FINANCIAL CONSIDERATIONS

The annual insurance cost of \$86,978 is included in the FY13 final budget.

V. ATTACHMENTS

None.

Prepared by: Debbie Kinslow, Assistant Finance Manager

Date Prepared: August 31, 2012



A Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 8, 2012 at the administrative offices of Santa Cruz METRO, located at 110 Vernon Street, in Santa Cruz, California.

Vice Chair Dodge called the meeting to order at 8:30 a.m.

SECTION I: OPEN SESSION

1. ROLL CALL:

PRESENT

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Ellen Pirie
- Director Lynn Robinson
- Director Mark Stone
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator
Leslie R. White, General Manager
Margaret Gallagher, District Counsel

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Tove Beatty
Angela Aitken
Mary Ferrick

Robert Cotter
David Moreau
April Warnock

Carolyn Derwing

Erron Alvey

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslie R. White said the Board of Directors would have a conference with its Labor Negotiators regarding tentative agreements with United Transportation Union Local 23 – Fixed Route, United Transportation Union Local 23 – ParaCruz, and Service Employees International Union (SEIU) Local 521.

3. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

SECTION III: RECONVENE TO OPEN SESSION

DIRECTOR PIRIE LEFT.

4. REPORT OF CLOSED SESSION

Leslie R. White stated there was no reportable action taken in Closed Session.

5. ORAL AND WRITTEN COMMUNICATIONS

None.

6. LABOR ORGANIZATION COMMUNICATIONS

None.

7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

8-1. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A THREE-YEAR EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA AT SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2012

8-2. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF STEPEN ABBENE, CLAIM #12-000

8-3. NOTICE OF ACTIONS TAKEN IN CLOSED SESSION

- 8-4. APPROVAL OF MINUTES OF BOARD OF DIRECTORS MEETINGS OF MARCH AND APRIL 2012
- 8-5. ACCEPT AND FILE MAC AGENDA FOR JUNE 2012
- 8-6. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS OF METRO APPOINTEES AT THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETINGS OF APRIL 2012
- 8-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TRAPEZE SOFTWARE GROUP, INC. FOR SUPPORT MAINTENANCE OF TRAPEZE PASS, PASS-CERT, PASS IVR(CALLBACKS), IVR(CANCEL/CONFIRM), AND VOICE GENIE MODULES IN THE AMOUNT OF \$30,029.00 WITH EXPIRATION DATE OF JUNE 30, 2013
- 8-8. CONSIDERATION OF AWARD OF CONTRACT WITH GP STRATEGIES FOR CONSTRUCTION TO INSTALL 2ND LNG FUEL STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$576,336

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR LEOPOLD

Approve Consent Agenda as presented.

Motion passed unanimously with Directors Bustichi and Pirie being absent

REGULAR AGENDA

- 9. CONSIDERATION OF FORMAL RATIFICATION OF A LABOR AGREEMENT WITH THE UNITED TRANSPORTATION UNION LOCAL 23 FIXED ROUTE FOR THE PERIOD JULY 1, 2012 THROUGH JUNE 30, 2015 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT IN EACH OF THE THREE YEARS, AS WELL AS OTHER MODIFICATIONS

Leslie R. White presented the Staff Report. Directors Leopold, Robinson and Dodge expressed their thanks.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR GRAVES

Approve labor agreement with the United Transportation Union Local 23 Fixed Route for the period July 1, 2012 through June 30, 2015 that contains a 2% contractual wage adjustment in each of the three years, as well as other modifications.

Motion passed unanimously with Directors Bustichi and Pirie being absent

10. CONSIDERATION OF FORMAL RATIFICATION OF A MEMORANDUM OF UNDERSTANDING WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521 FOR THE PERIOD JULY 1, 2012 THROUGH JUNE 30, 2015 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT IN EACH OF THE THREE YEARS, AS WELL AS OTHER MODIFICATIONS

Leslie R. White presented the Staff Report. Directors Leopold and Robinson, Leslie R. White, Manny Martinez, and Eduardo Montesino expressed their thanks.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR BRYANT

Approve Memorandum of Understanding with the Service Employees International Union Local 521 for the period July 1, 2012 through June 30, 2015 that contains a 2% contractual wage adjustment in each of the three years, as well as other modifications.

Motion passed unanimously with Directors Bustichi and Pirie being absent

11. ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, June 22, 2012 at 9:00 a.m. at the Santa Cruz City Council Chambers located at 809 Center Street, in Santa Cruz, California.

12. ADJOURNMENT

There being no further business, Vice Chair Dodge adjourned the meeting at 10:02 a.m. to the next regularly scheduled Board meeting.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Services Coordinator



A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 22, 2012 at the Santa Cruz City Council Chambers, located at 809 Center Street, in Santa Cruz, California.

SECTION 1: OPEN SESSION

1. CALL TO ORDER / ROLL CALL

1-1. Chair Robinson called the meeting to order at 9:00 a.m.

1-2. The following Directors were present:

PRESENT

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Ellen Pirie
- Director Lynn Robinson
- Director Mark Stone
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Anthony Tapiz, Admin Svc Coord
Leslie R. White, General Manager

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Debbie Kinslow, Asst Fin Mgr
Erron Alvey, Purch. Asst.
Todd Pinsky
Angela Aitken, Fin. Mgr.
Amy Weiss, Meeting Interpreter

Mary Ferrick, Fixed Route Supt.
Ciro Aguirre, Ops. Mgr.

2. ANNOUNCEMENTS

- 2-1. Amy Weiss announced that she was available for Spanish language interpretation.
- 2-2. Chair Robinson announced that the meeting was being broadcast by Community Television of Santa Cruz County.
- 2-3. Chair Robinson announced the passing of former METRO Bus Operator Arthur “Artie” Muniz, and asked that a moment of silence be observed.

3. COMMUNICATIONS TO THE BOARD OF DIRECTORS

- 3-1. CERTIFICATE OF AWARD TO SANTA CRUZ METRO IN RECOGNITION OF EFFORTS IN SUPPORT OF CUSTOMERS WITH SERVICE DOGS
ProBoneO Program - Quilicene, Washington
- 3-2. CORRESPONDENCE REGARDING REMOVAL OF BUS STOP AT LIBERTY AVENUE AND DELAWARE AVENUE IN THE CITY OF SANTA CRUZ
Martin Bernal – City Manager, City of Santa Cruz, California

Chair Robinson asked if item 3-2 would be brought to the Board. Leslie R. White said that there were companion issues in relation to a nearby stop, and that it would be brought back to the Board after rider input is received.

John Daugherty asked if METRO would be providing service to the 2012 Santa Cruz County Fair. Leslie R. White said that in August the Board will receive a staff recommendation to provide service.

4. LABOR ORGANIZATION COMMUNICATIONS

None.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Leslie R. White noted a revision to item #9.a1 was available.

CONSENT AGENDA

- 6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2012
- 6-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF APRIL 30, 2012
- 6-3. ACCEPT AND FILE STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES
- 6-4. ACCESSIBLE SERVICES REPORT FOR APRIL 2012
- 6-5. METRO PARACRUZ OPERATIONS STATUS REPORT APRIL 2012
- 6-6. CONSIDERATION OF AWARD OF CONTRACT WITH VISION SERVICE PLAN FOR EMPLOYER PAID FAMILY VISION CARE INSURANCE IN AN AMOUNT NOT TO EXCEED \$389,400
- 6-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH VEHICLE MAINTENANCE PROGRAM FOR THE PURCHASE OF BUS FILTERS IN AN AMOUNT NOT TO EXCEED \$20,000
- 6-8. RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY13

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR LEOPOLD

Approve the Consent Agenda as presented.

Motion passed unanimously with Directors Dodge and Graves being absent.

REGULAR AGENDA

7. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Lynn Robinson presented a Certificate of Appreciation for thirty years of service to Olivia Diaz, Ticket and Pass Specialist.

8. **PUBLIC HEARING: ADOPTION OF THE FINAL FY13 AND FY14 BUDGET**

Debbie Kinslow presented the Staff Report. Ms. Kinslow said that METRO had not received any public comments to date.

CHAIR ROBINSON OPENED THE PUBLIC HEARING AT 9:10 A.M.

CHAIR ROBINSON CLOSED THE PUBLIC HEARING AT 9:10 A.M.

No public comments received.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR ALEJO

Approve a resolution adopting a budget for fiscal years 2013 and 2014.

Motion passed unanimously with Directors Dodge and Graves being absent.

9. **CONSIDERATION OF AWARD OF CONTRACT WITH CLEAN ENERGY FOR PURCHASE AND DELIVERY OF LIQUEFIED NATURAL GAS IN AN AMOUNT NOT TO EXCEED \$6,500,000**

Erron Alvey presented the Staff Report.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR LEOPOLD

Authorize General Manager to sign a contract with Clean Energy for the purchase and delivery of liquefied natural gas in an amount not to exceed \$6,500,000.

Motion passed unanimously with Directors Dodge and Graves being absent.

10. **ORAL ANNOUNCEMENT**

Chair Robinson announced that the next regularly scheduled Board meeting will be held Friday, August 10, 2012 at 8:30 a.m. at the METRO Administrative Offices at 110 Vernon Street, in Santa Cruz.

11. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Margaret Gallagher announced that the Board of Directors would have a conference with legal counsel regarding the existing litigation of Zonia Waldon; and a conference with its labor negotiators regarding UTU Local 23 Paratransit.

12. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

13. **REPORT OF CLOSED SESSION**

Margaret Gallagher announced there was no reportable action taken in Closed Session.

14. ADJOURNMENT

There being no further business, Chair Robinson adjourned the meeting at 10:00 a.m. to the next regularly scheduled Board Meeting.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Services Coordinator

DRAFT



A Special Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, July 6, 2012 at the administrative offices of Santa Cruz METRO, located at 110 Vernon Street, in Santa Cruz, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER / ROLL CALL:

1-1. Vice Chair Dodge called the meeting to order at 8:45 a.m.

1-2. The following Directors were present:

PRESENT

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Ellen Pirie
- Director Lynn Robinson
- Director Mark Stone
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator
Leslie R. White, General Manager
Margaret Gallagher, District Counsel

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Tove Beatty

Angela Aitken

Mary Ferrick
Robert Cotter
David Moreau

April Warnock
Carolyn Derwing
Erron Alvey

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslie R. White said the Board of Directors would have a conference with its Labor Negotiators regarding a tentative agreements with United Transportation Union Local 23 –ParaCruz.

3. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

SECTION III: RECONVENE TO OPEN SESSION

4. REPORT OF CLOSED SESSION

Leslie R. White stated there was no reportable action taken in Closed Session.

5. ORAL AND WRITTEN COMMUNICATIONS

John Daugherty thanked Liseth Guizar and all the other METRO employees who participated in the Fourth of July parade in Watsonville.

6. LABOR ORGANIZATION COMMUNICATIONS

None.

7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

REGULAR AGENDA

8. CONSIDERATION OF FORMAL RATIFICATION OF A LABOR AGREEMENT WITH THE UNITED TRANSPORTATION UNION LOCAL 23 PARATRANSIT FOR THE PERIOD JULY 1, 2012 THROUGH JUNE 30, 2015 THAT CONTAINS A 2% CONTRACTUAL WAGE ADJUSTMENT IN EACH OF THE THREE YEARS, AS WELL AS OTHER MODIFICATIONS

Leslie R. White presented the Staff Report.

ACTION: MOTION: DIRECTOR BUSTICHI

SECOND: DIRECTOR BRYANT

Approve labor agreement with the United Transportation Union Local 23 Fixed Route for the period July 1, 2012 through June 30, 2015 that contains a 2% contractual wage adjustment in each of the three years, as well as other modifications.

Motion passed unanimously with Directors Graves, Leopold, Pirie, Robinson, and Stone being absent.

9. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REQUEST AN ALLOCATION AND SIGN NECESSARY AGREEMENTS WITH THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) AND CALTRANS IN ORDER TO PROCEED WITH THE ALLOCATION OF \$5.8 MILLION IN STATE AND LOCAL PARTNERSHIP PROGRAM (SLPP) FUNDS FOR PARTIAL FUNDING OF THE OPERATIONS BUILDING PROJECT PORTION OF METRO BASE AND TO BE MATCHED WITH EQUAL DEDICATED SALES TAX FUNDS

Tove Beatty presented the Staff Report.

ACTION: MOTION: DIRECTOR BUSTICHI

SECOND: DIRECTOR HINKLE

Authorize the General Manager to request an allocation and sign necessary agreements with the California Transportation Commission (CTC) and Caltrans in order to proceed with the allocation of \$5.8 million in State and Local Partnership Program (SLPP) funds for partial funding of the Operations Building Project portion of Metro Base and to be matched with equal dedicated sales tax funds.

Motion passed unanimously with Directors Graves, Leopold, Pirie, Robinson, and Stone being absent.

10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LICENSE AND INDEMNITY AGREEMENT WITH THE SANTA CRUZ TROLLEY CONSORTIUM FOR UTILIZATION OF CERTAIN SANTA CRUZ METRO BUS STOPS FOR THE TROLLEY'S OPERATION FOR A THREE-YEAR TERM

Margaret Gallagher presented the Staff Report.

ACTION: MOTION: DIRECTOR BUSTICHI

SECOND: DIRECTOR BRYANT

Authorize the General Manager to execute a license and indemnity agreement with the Santa Cruz Trolley Consortium for utilization of certain Santa Cruz METRO bus stops for the trolley's operation for a three-year term.

Motion passed unanimously with Directors Graves, Leopold, Pirie, Robinson, and Stone being absent.

11. ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, August 10, 2012 at 8:30 a.m. at the Santa Cruz METRO offices located at 110 Vernon Street, in Santa Cruz, California.

12. ADJOURNMENT

There being no further business, Vice Chair Dodge adjourned the meeting at 9:42 a.m. to the next regularly scheduled Board meeting.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Services Coordinator

DRAFT

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Guajardo, Inosencio
Date of Incident: 2/17/2012

Received: 8/13/2012 Claim #: 12-0015
Occurrence Report No.: SC 02-12-09

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

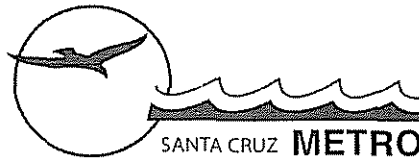
Date: August 24, 2012

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of September 14, 2012.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/Ig
Attachment(s)



Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 12-0015
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: INOSENCIO

Claimant's Legal Last Name: GUAJARDO

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law

Are you presently, or have you ever been, enrolled in Medicare Part A or B?

IF YES, please provide the following information:

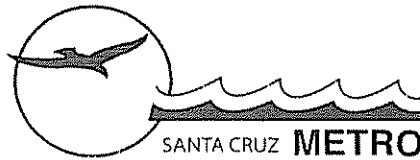
Medicare Claim Number

Date of Birth:

Social Security Number:

Gender: M or F

9/27



INSENCIO A. GUAJARDO
Claimant Name: _____

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: February 17, 2012

Time of Incident/Accident: between 3:00-4:00 AM PM

Location of Incident/Accident

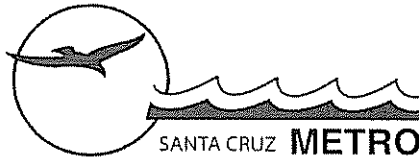
Street/City: 17th AVE & PORTOLA

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

My father's left knee has been hurting him constantly. He walks with a great deal of pain and discomfort. In addition my father's right arm has been hurting him especially when he tries to do any lifting.

at bedtime my father is unable to sleep on his back for too long without feeling a great deal of discomfort. He has to constantly move from his right side to his left side in order to get a good night's rest. Finally my father is suffering not only physical pain but also emotional distress as a result of the fall which he incurred.

My father has outstanding debts from both American Hospital and CA Emer Pays Med Grp!



INOSENCIO A. GUAJARDO
Claimant Name: _____

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

UNKNOWN

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ _____

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant: Inosencio A. Guajardo
Signature/Print Name
INOSENCIO A. GUAJARDO

Date: August 10, 2012

Attorney or Representative: _____
Signature/Print Name

Date: _____

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: McLean, Theodore
Date of Incident: 7/27/2012

Received: 8/20/2012 Claim #: 12-0017
Occurrence Report No.: SC 07-12-16

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

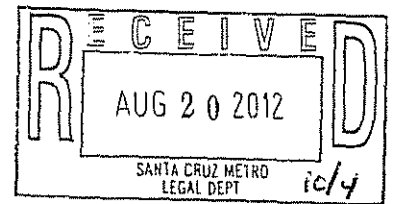
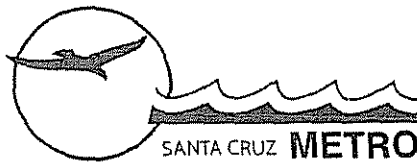
Date: 9.07.12

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of September 14, 2012.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)



Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 12-0017
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Theodore Kirkland

Claimant's Legal Last Name: McLean

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

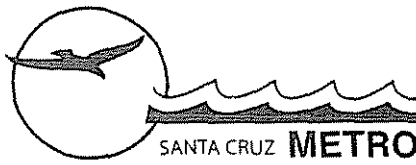
Are you presently, or have you ever been, enrolled in Medicare Part A or B?

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____



Gender: M or F

Claimant Name: _____

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 7/27/12

Time of Incident/Accident: 1:25 AM PM

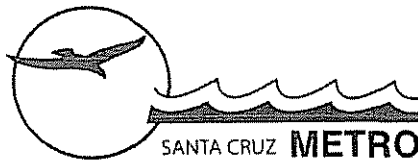
Location of Incident/Accident

Street/City:

920 Pacific Ave. Santa Cruz (Metro Center)

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

Walking to sit down on bench sipping coffee walking sideways and (stepping to the side) caught my left toe on an elevated brick fell onto left elbow, caused separation of my shoulder and gash on my elbow (stitches on my elbow) I hit my head on the bench and have been confused since the fall (getting lost).



Claimant Name: Ted McLean

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

N/A

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: 1,000,000 [↑]

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

- Will need transportation
- Pain & Suffering
- Medical Expenses

Claimant: TJM
Signature/Print Name

Date: 8/14/12

Attorney or Representative: _____
Signature/Print Name

Date: _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: September 14, 2012

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following:
Velvet Williams v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

1. Settlement of Velvet Williams v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board; Case No. ADJ7809724)

On May 11, 2012, in closed session you authorized settlement in this matter by way of a Compromise and Release, in the amount of \$18,500.00.

The following directors authorized the settlement: Directors Alejo, Bryant, Dodge, Graves, Hinkle, Leopold, Pirie, Robinson and Stone. Directors Bustichi and Lane were absent. Pursuant to this direction, the executed Compromise and Release was submitted to the Worker's Compensation Appeals Board and the Award approving the Compromise and Release was signed by the Administrative Law Judge on August 9, 2012.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 14, 2012

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPOINTMENT OF CHARLOTTE WALKER TO THE METRO ADVISORY COMMITTEE (MAC) BY DIRECTOR LYNN ROBINSON

I. RECOMMENDED ACTION

The purpose of this staff report is to request Board Approval of the re-appointment of Charlotte Walker to the Metro Advisory Committee (MAC) as the appointment of Director Lynn Robinson.

II. SUMMARY OF ISSUES

- Charlotte Walker currently serves on the Metro Advisory Committee (MAC) as an appointment by Director Lynn Robinson.
- Director Robinson is nominating Charlotte Walker for re-appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Charlotte Walker would be eligible for a term that concludes on December 31, 2013.

III. DISCUSSION

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on MAC.

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate and the Board of Directors then confirmed the individuals. In the past few years there have been vacancies on the MAC that have resulted from the resignations of some members. A committee such as the MAC is most effective when it is comprised of a full compliment of Members.

Director Robinson has indicated that she would like the Board of Directors to consider the nomination of Charlotte Walker to serve another term as a member of the MAC.

IV. FINANCIAL CONSIDERATIONS

Funds to support the membership of Charlotte Walker on the MAC are provided for in the FY 2013 METRO operating Budget.

V. ATTACHMENTS

None.

Prepared by: Anthony Tapiz, Administrative Assistant

Date Prepared: September 10, 2012

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 14, 2012
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: CONSIDERATION OF ADOPTION OF THE REVISED EQUAL EMPLOYMENT OPPORTUNITY PLAN, 2012 - 2014

I. RECOMMENDED ACTION

Consider adoption of the Equal Opportunity Plan (EEO Plan) 2012 - 2014, for the Santa Cruz Metropolitan Transit District (Santa Cruz METRO)

II. SUMMARY OF ISSUES

- The Federal Transit Administration (FTA) requires Santa Cruz METRO to submit an updated EEO Plan every three years for review and approval as part of federal funding requirements.
- Santa Cruz METRO submitted the prior EEO Plan in July 2009 to the FTA. It is now time for Santa Cruz METRO to submit an updated Plan to the FTA.
- Santa Cruz METRO's Plan for 2012 - 2014 has been updated based on January 1, 2009 through December 31, 2011 workforce data.
- Santa Cruz METRO'S Board of Directors must adopt the EEO Plan for 2012 - 2014 prior to submission to the FTA.
- The goal of Santa Cruz METRO's EEO Plan is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce.

III. DISCUSSION

The Federal Transit Administration requires agencies that receive federal funding to submit an updated EEO Plan every three years for review and approval as part of federal funding requirements. The Board of Directors approved the last EEO Plan in July 2009 covering the calendar years 2009 – 2011. Following Board approval the Plan was submitted to the FTA. It is now time to submit an updated EEO Plan for the 2012 - 2014 time period. The updated EEO Plan is attached for Board review and approval. Once approved Santa Cruz METRO will submit the 2012 - 2014 Plan to the FTA.

The goal of Santa Cruz METRO's EEO Plan is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce. The EEO Plan examines data gathered from Santa Cruz METRO's current workforce statistics, recruitment and hiring efforts, identifies groups in each EEO occupational category that may be underutilized, and establishes employment goals for the next Plan cycle. The EEO Plan also examines Santa Cruz METRO's accomplishments in recruiting and hiring over a three year cycle in support of efforts to achieve parity in the workforce.

A summary of some highlights from the employment data contained in the updated EEO Plan follows.

Santa Cruz METRO received 733 applications between January 1, 2009 and December 31, 2011. Of the 733 applications, 33 applicants were hired (approximately 4.5%). Of the applications received 38.6% of the applicants were female, 45.2% were minorities, and 55.7% were over the age of 40. Of the 44 applicants determined to be qualified and placed on eligible lists, 27.3% were females, 34.1% were minorities, and 47.7% were over 40. Of the 33 applicants hired 45.5% were female, 42.4% were minorities, and 48.5% were over 40. These percentages indicate that recruitment and hiring efforts have been successful for the organization when compared to the overall area workforce composition. However, changes in workforce availability show that continued efforts should be made to improve the percentages in several of the occupational job categories.

Santa Cruz METRO's 2011 - 2014 EEO Plan contains appointment goals to hire 50 females and 2 minorities during the three calendar year period in specific EEO Categories. Some of the prior EEO Plan goals were met, and others were not. A more detailed analysis is contained in the Plan Document. One of Santa Cruz METRO's continued areas of focus will be the hiring of additional female Operatives (Bus Operators, Van Drivers, and Transit Supervisors). In addition, updated data show there is slight underutilization of females in the EEO Categories of Administrative Support, Craft Workers, Laborers & Helpers, and Service Worker groups. The data show there is a slight underutilization of minorities in the Official & Managers, Professionals categories. Hiring goals are a guide for hiring and promotional activity during the Plan year period of 2012 – 2014.

Santa Cruz METRO will continue to strive to meet the appointment goals as stated in the 2012 - 2014 EEO Plan. METRO will emphasize equal employment opportunity in all advertising and recruitment efforts, as well as in promotional opportunities. The data contained in the EEO Plan demonstrate that Santa Cruz METRO's overall workforce is a reflection of the groups available in the general Santa Cruz County area.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Equal Employment Opportunity Plan 2012 – 2014

Prepared by: Patricia Aviles, Assistant Human Resources Manager

Attachment A

SANTA CRUZ SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EQUAL EMPLOYMENT OPPORTUNITY

PLAN



2012 - 2014

Attachment A

September 2012

BOARD OF DIRECTORS

Lynn Robinson, Chair
Daniel Dodge, Vice-Chair
Margarita Alejo
Hilary Bryant
Dean Bustichi
Ron Graves
Michelle Hinkle
Deborah Lane
John Leopold
Ellen Pirie
Mark Stone
Donna Blitzer, Ex-Officio

Leslie White, Secretary/General Manager

Robyn D. Slater, EEO Officer/
Human Resources Manager

Attachment A

TABLE OF CONTENTS

<u>SECTION NUMBER</u>		PAGE
I.	Statement of Equal Employment Opportunity (EEO) Policy	1
II.	EEO Policy Statement from the General Manager	2
III.	Dissemination of the EEO Policy	3
IV.	Designation of Equal Employment Opportunity Responsibilities	4
V.	Objectives of the Equal Employment Opportunity Plan	7
VI.	Utilization Analysis	8
VII.	Goals and Timetables	57
VIII.	Equal Employment Opportunity Activities	60
IX.	Assessment of Employment Practices	61
X.	Monitoring and Reporting	64

APPENDICES

- Appendix A Discrimination Complaint Procedure
- Appendix B Reasonable Accommodation Procedure
- Appendix C Policy Regarding Persons with Disabilities
- Appendix D Life Threatening Illness Policy
- Appendix E Sexual Harassment Policy (includes complaint procedure)
- Appendix F Race/Ethnic Identification
- Appendix G Description of EEOC Job Categories
- Appendix H Definitions
- Appendix I Personnel Rules and Regulations

Attachment A

I. STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Board of Directors hereby reaffirms the Equal Employment Opportunity (EEO) Policy and practices of planning, implementing and administering its employment policies, procedures and programs without regard to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status, or sexual orientation. This policy applies to all employees and applicants for employment and to all aspects of employment including recruitment, selection, training, promotion, transfer, termination, layoff, recall, compensation and other terms and conditions of employment.

Santa Cruz METRO's goal is to achieve a workforce that is represented in all occupational areas and at all employment levels by minorities and females in numbers consistent with the percentage of these groups represented in the area workforce. Through the establishment and implementation of this policy, it is the intent of the Santa Cruz METRO Board of Directors to actively support and comply with the following laws and regulations: the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended; Civil Rights Act of 1991; the Urban Mass Transportation Act of 1964, as amended; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990; and the California Fair Employment and Housing Act.

Santa Cruz METRO recognizes that a prohibition of discriminatory employment practices alone will neither achieve this goal nor insure equal employment opportunity, but that Santa Cruz METRO must take affirmative action in order to overcome the effects of discrimination. Such affirmative action steps are designed to remove and prevent artificial barriers to employment and the benefits of employment, and to correct the effects of any past practices that may have created such barriers.

Lynn Robinson, Chair
Santa Cruz METROpolitan Transit District
Board of Directors

Date

Attachment A

II. EEO POLICY STATEMENT FROM THE GENERAL MANAGER

As Secretary/General Manager of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), I am committed to equal employment opportunity for all persons, regardless of race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status, or sexual orientation. I fully support Santa Cruz METRO's Equal Employment Opportunity Plan in order to achieve equal opportunity and overcome the effects of past discrimination on minorities and females. The successful achievement of equal opportunity goals will provide benefits to Santa Cruz METRO through increased utilization, and development of previously underutilized human resources.

The responsibility for the implementation of the Equal Opportunity Plan is assigned to the Equal Employment Opportunity Officer, under the guidance of the General Manager. The EEO Officer is Robyn Slater, who also serves as Santa Cruz METRO's Human Resources Manager. All Santa Cruz METRO management personnel share in the responsibility for achieving Santa Cruz METRO's equal opportunity employment goals and a commitment to work for equal opportunity compliance. The success of the Equal Employment Opportunity Plan is dependent on the commitment and performance of management and supervisory personnel, and their success is evaluated based upon the success of the Plan, as well as their performance on other Santa Cruz METRO goals.

The diversity of Santa Cruz METRO's workforce demonstrates the commitment Santa Cruz METRO has to providing equal opportunity for all persons. Santa Cruz METRO will continue to strive to achieve a workforce that is representative of all segments of the community we serve.

An employee or applicant for employment who perceives that his/her civil rights have been violated may file a complaint with the General Manager, or the Equal Employment Opportunity Officer.

Les White, Secretary/General Manager Date
Santa Cruz Santa Cruz Metropolitan Transit District

Attachment A

III. DISSEMINATION OF THE EEO POLICY

The EEO (Equal Employment Opportunity) Policy and Plan shall be publicized and disseminated to Santa Cruz METRO'S employees, applicants seeking employment and the general public as follows:

Internal Dissemination

- ◆ The written EEO Policy and Statement from the General Manager shall be posted on at least one bulletin board at each Santa Cruz METRO facility where employees work; included in the Santa Cruz METRO's administrative procedures manual; distributed to each new employee; and maintained in the Human Resources Department for distribution to employees as requested.
- ◆ Copies of the EEO Plan shall be distributed to members of the Board of Directors, Santa Cruz METRO management personnel, and departments to be available for review by Santa Cruz METRO employees.
- ◆ Informational and training sessions shall be offered in order for Santa Cruz METRO management and supervisory personnel to participate in equal employment opportunity compliance training.
- ◆ EEO non-discrimination statements are incorporated into all union contracts, Santa Cruz METRO's Personnel Policies and Procedures, Administrative Manual, application materials, and all new hire orientations.
- ◆ Meetings shall be held periodically to discuss the EEO program and its implementation.

External Dissemination

- ◆ Posters explaining State and Federal non-discrimination laws will be displayed at Santa Cruz METRO work facilities.
- ◆ The EEO Plan will be maintained in the Human Resources Department for review by applicants, employees, and the general public.
- ◆ Santa Cruz METRO's advertisements for personnel, employment opportunity flyers and application forms state that Santa Cruz METRO is an equal opportunity employer.
- ◆ Human Resources Department staff will inform outreach, recruitment and referral sources of Santa Cruz METRO's EEO Policy, and request that these sources actively refer qualified applicants from protected classes.

Attachment A

IV. DESIGNATION OF EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In order to implement all aspects of the EEO Plan, responsibilities shall be as follows:

Board of Directors

- To adopt Santa Cruz METRO's EEO Policy Statement and Plan.
- To publicly support the Equal Employment Opportunity Plan.
- To approve revisions and modifications to the Plan.
- To monitor Equal Employment Opportunity progress to ensure commitment by Santa Cruz METRO Management

General Manager

- To allocate adequate financial and staff resources to implement an effective Plan.
- To evaluate managers' performance in meeting departmental EEO goals.

Equal Employment Opportunity Officer

- To update the Equal Employment Opportunity Plan every three years and submit the updated Plan to the Board of Directors.
- To submit Santa Cruz METRO's Equal Employment Opportunity Plan to FTA for approval every three years.
- To develop, recommend and implement the Equal Employment Opportunity Plan and internal and external communication procedures.
- To collect and analyze employment data and identify problem areas.
- To design, implement and monitor reporting systems to measure program effectiveness and to determine where further action is needed.
- To contact minority, disabled, and women's organizations, community groups and educational institutions to refer qualified minority, disabled, and female applicants for employment.
- To work closely with District Counsel to ensure that current legal information affecting Equal Employment Opportunity is communicated to appropriate Santa Cruz METRO personnel.

Attachment A

- To ensure that employment practices are job related and free of adverse impact and adverse treatment.
- To investigate complaints of discrimination and harassment, communicate with District Counsel, and recommend corrective action when necessary.
- To identify and recommend Equal Employment Opportunity training to supervisory and management personnel.
- To develop and recommend procedures and practices to ensure equal employment opportunity and affirmative action in all aspects of employment activities.

Managers and Supervisory Personnel

- To support and comply with the Equal Employment Opportunity Plan.
- To work with the Equal Employment Opportunity Officer to identify problem areas and review department goals.
- To monitor appointments together with the Equal Employment Opportunity Officer.
- To maintain a discrimination free work environment and to take immediate action to report, investigate and correct inappropriate behavior of subordinates.

All Employees

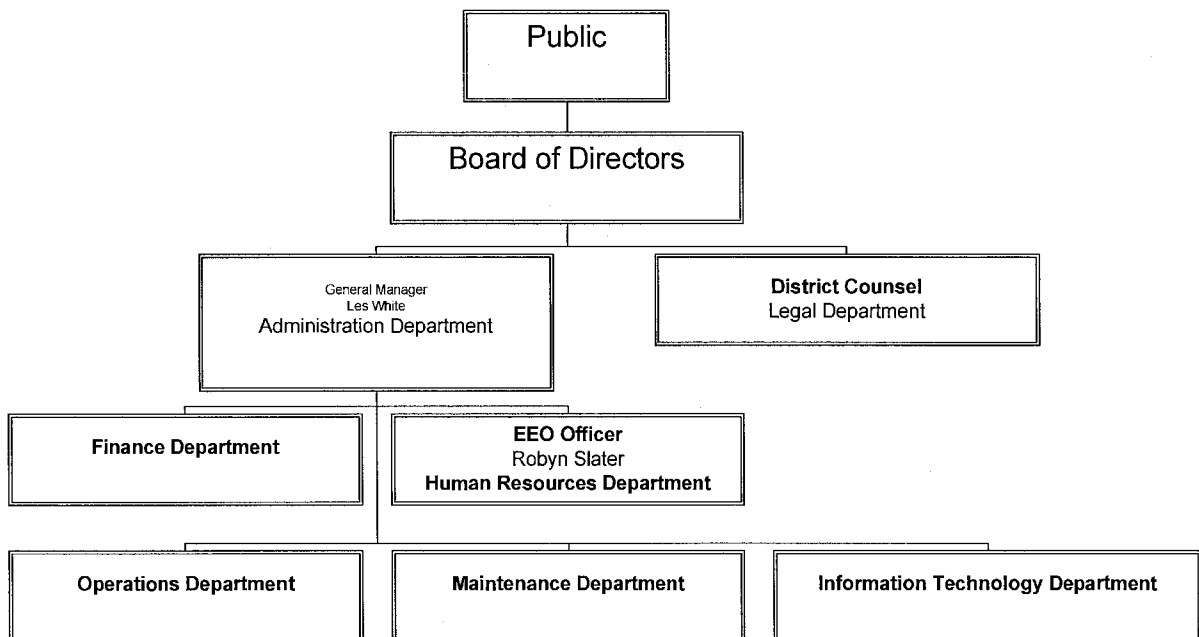
- To support and comply with the Equal Employment Opportunity Policy and Plan.
- To support a discrimination free work environment, and report EEO concerns to supervisors, managers, the EEO Officer, the General Manager, or District Counsel.

Attachment A

Designation of EEO Responsibilities

The top level organization chart below shows the reporting relationships between the Public, Board of Directors, General Manager, EEO Officer, and other management personnel.

Santa Cruz Metropolitan Transit District



Attachment A

V. OBJECTIVES OF THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

- A. To ensure equal employment opportunity in Santa Cruz METRO employment, including recruitment, appointment, compensation, training, promotion, transfer, termination, layoff, recall and discipline.
- B. To recruit, appoint and promote qualified minorities and females in order to achieve a workforce representative of minorities and females in the area workforce.
- C. To achieve specific goals and timetables to correct underutilization of minorities and females.
- D. To ensure that Santa Cruz METRO does not discriminate against individuals based on race, color, ancestry, or national origin, religious creed, sex, medical condition (including life threatening illnesses), disability, age, marital status, veteran status, or sexual orientation.
- E. To investigate and respond to complaints of discrimination and harassment, and take corrective action when necessary.
- F. To ensure dissemination of the EEO Policy both internally and externally.
- G. To develop effective monitoring and reporting systems to assess program compliance and ensure that Santa Cruz METRO employment procedures do not discriminate against protected classes.

Attachment A

VI. UTILIZATION ANALYSIS

CURRENT WORKFORCE RECRUITMENT STATISTICS

Chart 1, shown on a following page, presents Santa Cruz METRO applicant data for recruitments from January 1, 2009 through December 31, 2011. Of the 733 applications received during this period, Females comprised 38.6% (283), Minorities comprised 45.2% (331), and 55.7% (408) were over age 40. A total of 44 persons were placed on eligible lists for all positions recruited, 27.3% (12) were Female, 34.1% (15) were Minorities, and 47.1% (21) were over the age of 40. Of the 33 applicants hired, 45.5% were Female, 42.4% were Minorities, and 48.5% were over 40.

The statistics for the period of 2009 – 2011 show a decrease of 28% in the number of applications received when compared to the 2006-2008 period. The decrease in applications is directly tied to decreased hiring activity during the 2009 – 2011 period. Hiring statistics during 2009 -2011 show an improvement of 2.6% in the percentage of females hired (42.9% in 2009 vs. 45.5% in 2011), an improvement of 11.4% in the percentage of minorities hired (31% vs. 42.4%), and a decrease of 21.7% in the percentage of individuals over age 40 hired (70.2% vs. 48.5%).

Chart 1 illustrates the breakdown of EEO job categories described below, and Santa Cruz METRO's recruitment statistics for each EEO category during the 2009 – 2011 period.

Officials and Managers: 35 applications were received for one positions in this category, 4 persons were placed on an eligible list, and 1 individual was hired. Of the total applications received Females constituted 0%, Minorities constituted 22.9%, and individuals over the age of 40 at 80%. One individual was hired, not a female or a minority, but was over 40. One individual was promoted into a department management role, and that individual is Asian

Professionals: 69 applications were received, 6 persons were placed on an eligible list, and 3 individuals were hired. Of the total applications received Females constituted 47.8%, Minorities constituted 30.4%, and individuals over the age of 40 at 55%. Three (3) individuals were hired, 100% were Female, 33% were Minorities, and 100% were over 40.

Technicians: (Internal recruitment) 2 applications were received, 1 person was placed on eligible list and 1 person was hired. No applications were received by Females, Minorities, or individuals over 40.

Sales Workers: Santa Cruz METRO has no positions in this category.

Administrative Support Workers: 249 applications were received, 8 persons were placed on the eligible list, and 7 individuals were hired. Of the applications received Females comprised 77.9%, Minorities 37.3%, and individuals over 40 at 53.4%. Of the 7 individuals hired, females constituted 85.7%, 42.9% were minority and 57.1% were over forty.

Craft Workers: 51 applications were received, 8 persons were placed on the eligible list and 6 individuals were hired. Of the applications received Females constituted 0%, Minorities constituted 41.2%, and individuals over 40 were 51%. Of the 6 individuals hired none were female, 66.7% were minority and 33.3% were over forty.

Operatives: 327 applications were received, 17 persons were placed in the eligible list and 16 individuals were hired. Of the applications received Females constituted 17.1%, Minorities 57.5%, and over age 40 at 56%. Of the 16 individuals hired 37.5% were females, 37.5% were minorities and 37.5% were over forty.

Laborers and Helpers: No recruitments.

Service Workers: No recruitments.

Attachment A

CHART 1
January 1, 2009 - December 31, 2011
Recruitment Statistics

<u>EEOC JOB</u> <u>CATEGORY</u>	RECRUITMENT	FEMALE		MINORITY		DISABLED		40 PLUS	
	<u>NUMBERS</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
Officials and Managers									
Applications Received	35	0	0.0%	8	22.9%	0	0.0%	28	80.0%
Applicants Placed on Eligible List	4	0	0.0%	1	25.0%	0	0.0%	4	100.0%
Applicants Hired	1	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Professionals									
Applications Received	69	33	47.8%	21	30.4%	1	0.0%	38	55.1%
Applicants Placed on Eligible List	6	5	83.3%	2	33.3%	0	0.0%	5	83.3%
Applicants Hired	3	3	100.0%	1	33.3%	0	0.0%	3	100.0%
Technicians									
Applications Received	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Placed on Eligible List	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Hired	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Sales Workers									
Applications Received	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Placed on Eligible List	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Hired	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Admin Support Workers									
Applications Received	249	194	77.9%	93	37.3%	0	0.0%	133	53.4%
Applicants Placed on Eligible List	8	4	50.0%	3	37.5%	0	0.0%	4	50.0%
Applicants Hired	7	6	85.7%	3	42.9%	0	0.0%	4	57.1%
Craft Workers									
Applications Received	51	0	0.0%	21	41.2%	0	0.0%	26	51.0%
Applicants Placed on Eligible List	8	0	0.0%	4	50.0%	0	0.0%	2	25.0%
Applicants Hired	6	0	0.0%	4	66.7%	0	0.0%	2	33.3%
Operatives									
Applications Received	327	56	17.1%	188	57.5%	3	0.9%	183	56.0%
Applicants Placed on Eligible List	17	3	17.6%	5	29.4%	0	0.0%	6	35.3%
Applicants Hired	16	6	37.5%	6	37.5%	0	0.0%	6	37.5%
Laborers & Helpers									
Applications Received	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Placed on Eligible List	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Hired	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Service Workers									
Applications Received	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Placed on Eligible List	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Applicants Hired	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
TOTAL									
Applications Received	733	283	38.6%	331	45.2%	1	0.1%	408	55.7%
Applicants Placed on Eligible List	44	12	27.3%	15	34.1%	0	0.0%	21	47.7%
Applicants Hired	33	15	45.5%	14	42.4%	0	0.0%	16	48.5%

Attachment A

CURRENT WORKFORCE APPOINTMENT STATISTICS

CHART 2 below illustrates changes in the gender and ethnicity composition of all Santa Cruz METRO appointments from 2002 to 2011. These figures represent the number of persons from new appointments, including internal promotions, re-employment from layoff, return from furlough, provisional appointments, and demotions. The Santa Cruz METRO Workforce column shows the average appointment percentage for the three years, 2009 – 2011. Figures listed for the AREA WORKFORCE come from the 2000 Census. EEO data from the 2010 Census related to Equal Employment Opportunity and the Area Workforce is not yet tabulated or analyzed, and is not available at this time.

CHART 2

SANTA CRUZ METRO APPOINTMENT PERCENTAGES (%)

ETHNICITY OR GENDER	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	3yr Average SANTA CRUZ METRO WORK FORCE APPOINTMENTS	2000 Census AREA WORK FORCE
WHITE	74.30	57.10	42.50	55.30	50.00	78.80	73.90	50.00	50.00	71.40	57.13	63.40
HISPANIC	22.90	35.70	39.70	40.40	37.50	12.10	17.40	25.00	16.70	14.30	18.67	28.80
BLACK	2.90	0.00	6.80	4.30	1.60	3.00	0.00	5.00	0.00	4.80	3.27	1.30
ASIAN/ PACIFIC ISLANDER	0.00	7.10	6.80	0.00	10.90	6.10	8.70	10.00	33.30	0.00	14.43	4.40
AMERICAN INDIAN/ ALASKAN	0.00	0.00	4.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20
TOTAL MINORITIES	25.80	42.90	57.50	44.70	50.00	21.20	26.10	40.00	50.00	28.60	39.53	38.40
TOTAL FEMALE	40.00	7.1	53.40	29.80	35.90	45.50	26.10	40.00	66.70	42.90	49.87	49.90

Attachment A

CURRENT WORKFORCE SEPARATIONS/ TERMINATIONS FOR CAUSE

CHART 3A illustrates the number of total separations and terminations from January 1, 2009 through December 31, 2011, by ethnicity and gender. The percentages for each category are compared with Santa Cruz METRO's average workforce percentages for the years 2009 - 2011. Of the seventy five (75) separations/terminations during the three year period, 64% were male, and 36% were female. The Ethnic breakdown for the 75 separations was 73% White, 14.67% Hispanic, 5.3% Black, 5.3 % Asian/Pac. Islander, and 1.3% Indian/Alaskan. During the three year period of 2009 – 2011, Santa Cruz METRO's annual budgeted staff averaged 320 employees per year.

CHART 3A
2009 – 2011 ALL SEPARATIONS AND TERMINATIONS

<u>GENDER</u>	<u>COUNT</u>	<u>% of Total</u>
Male	48	64%
Female	27	36%
TOTAL	75	
 <u>ETHNICITY</u>		
White	55	73%
Hispanic	11	14.67%
Black	4	5.30%
Asian/Pac. Islander	4	5.30%
American Indian/Alaskan	1	1.30%
 <u>REASON</u>		
Retired	48	64%
Resigned	17	22.67%
Resigned – medical	1	1.30%
Layoff	1	1.30%
Terminated for cause	5	6.60%
Deceased	3	4%

Attachment A

CURRENT WORKFORCE PROMOTIONS

CHART 3B shows all promotions from January 1, 2009 – December 31, 2011, listed by position, race, and sex.

CHART 3B January 1, 2009 to December 31, 2011 PROMOTIONS

<u>POSITION</u>	<u>EMPLOYEES PROMOTED</u>
Accounting Technician	1 WHT (F)
Administrative Assistant	1 WHT (F)
Administrative Assistant/Sup	1 WHT (F)
Administrative Services Coordinator	1 HIS (M)
Administrative Specialist	2 WHT (F)
Assistant Manager of Information Tech Systems	1 WHT (M)
Facilities Maintenance Worker II	1 HIS (M)
FM Mechanic II	1 HIS (M)
IT Manager	1 ASI (M)
Jr. Transportation Planner	1 WHT (M)
Purchasing Agent	1 WHT (F)
Transit Surveyor	1 WHT (F)

CHART 3C shows the promotion data in summary form, and it shows that **30.8%** of those promoted were minorities, and **53.8%** were women. The promotion data is compared to Santa Cruz METRO total workforce percentages averaged over the three year period.

CHART 3C

Ethnicity/Gender	Promotions #	Promotions %	Santa Cruz METRO Workforce %
White	9	75%	51%
Hispanic	3	25%	36.27%
Black	0	0%	6.37%
Asian/Pacific Is	1	7.7%	5.1%
Amer. In/Alaskan	0	0%	1.27%
Total Minorities	4	30.8%	49.00%
Total Females	7	53.8%	31.67%
Total Promotions	13		

Attachment A

WORKFORCE UTILIZATION AND AVAILABILITY ANALYSES

Chart 4 summarizes Santa Cruz METRO's workforce statistics from 2002 – 2011 showing the changes SANTA CRUZ METRO has experienced in the last ten years. Santa Cruz METRO has experienced a 3.3% increase in Females and a 10.6% increase in total minorities during the ten year period.

	CHART 4										% Change from 2002 to 2011
	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	
Females	28.6%	29.1%	34.0%	33.3%	32.3%	32.4%	30.8%	31.4%	31.7%	31.9%	+3.3%
Hispanics	26.2%	28.8%	30.8%	33.1%	34.8%	35.0%	35.2%	35.2%	36.5%	37.1%	+10.9%
Asian/Pacific Islanders	4.8%	3.7%	4.7%	4.0%	4.2%	3.8%	4.4%	4.7%	5.8%	4.8%	0.0%
Blacks	6.3%	6.7%	7.0%	7.1%	6.5%	6.4%	5.9%	6.2%	6.4%	6.5%	+0.2%
Amer.Indian/ Alaskan Natives	2.1%	2.0%	2.0%	2.0%	1.7%	1.7%	1.5%	1.2%	1.0%	1.6%	-0.5%
Total Minorities	39.4%	41.2%	44.5%	46.2%	47.2%	46.9%	47.0%	47.3%	49.7%	50.0%	+10.6%

SANTA CRUZ METRO WORKFORCE COMPARED TO AREA WORKFORCE AVAILABILITY

Employment statistics for Santa Cruz METRO's workforce compared to the Area Workforce show Santa Cruz METRO's workforce differs from the Area Workforce in several categories. The figures shown below for Santa Cruz METRO are from the 2011 calendar year.

<u>CATEGORY</u>	<u>SANTA CRUZ METRO 2011</u>	<u>AREA WORKFORCE</u>
Female	31.9%	49.9%
Hispanic	37.1%	28.8%
Asian/Pac. Islander	4.8%	4.4%
Black	6.5%	1.3%
Amer.Indian/Alaskan Native	1.6%	1.2%
TOTAL MINORITY (excludes Female)	50.0%	35.7%

Attachment A

Figures listed for the AREA WORKFORCE come from the 2000 Census. EEO data from the 2010 Census related to Equal Employment Opportunity and the Area Workforce is not yet tabulated or analyzed, and is not available at this time. Santa Cruz METRO has fewer Females than the Area Workforce, but has higher percentages of all Minority categories than the Area Workforce. Santa Cruz METRO's 2011 budget shows a total of 304 employees and Bus Operators and Van Drivers account for 58.5% of all employees. During the 2009 – 2011 time period Santa Cruz METRO hired 16 individuals as Bus Operators/Van Drivers, 37.5% were females, and 37.5% were minorities.

UNDERUTILIZATION ANALYSIS

Santa Cruz METRO workforce utilization analyses are shown in Charts 5 and 6. This information is used to determine any underutilization of protected classes at Santa Cruz METRO.

The 2000 U.S. Census data provides the percentage of availability of minorities and females within each EEOC job category in the labor force. Data in Chart(s) 5 provide a utilization analysis of the major EEOC job categories, and compares Santa Cruz METRO data to Census data for the Santa Cruz County labor force. The charts show some EEOC categories indicate an underutilization of women and minorities when compared to the availability in the overall area labor force.

The first page of Chart 5 on the following page labeled "Work Force Utilization Analysis, System Wide" shows all Santa Cruz METRO Departments combined for 2011, classified by EEOC job category and protected classes. Subsequent pages break down data for each Santa Cruz METRO department showing the number and percent of protected class employees. The Charts show data for each year, 2009, 2010 and 2011.

When reviewing the Work Force Analysis Charts for each department, the statistics show general workforce availability percentages, but each department may not have positions in each EEOC Job Category. Reaching the utilization goals in some of the EEO categories that contain only a few employees, with limited hiring, make achievement of some goals difficult.

System wide Distribution by EEOC Job Category / Santa Cruz METRO Job Title and Salary
Chart(s) 6 shows each EEO Category with a list of Santa Cruz METRO's Job Classification titles contained in each category. The Charts also show the number of Santa Cruz METRO positions by ethnicity, and by male/female, with salary ranges for each Santa Cruz METRO job classification as of December 31, 2011.

The California Department of Fair Employment and Housing has required that an employer may not use the general labor force availability data for minorities and females. Santa Cruz METRO uses Santa Cruz County's availability percentages broken down by ethnicity and females for each EEOC job category to establish appointment goals listed later in this Plan (contained in Chart 8).

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SYSTEM WIDE REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

15

EEOC JOB CATEGORY	FEMALE						HISPANIC						BLACK						ASIAN/PACIFIC ISLANDER						AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL			UNDER			TOTAL			UNDER			TOTAL			UNDER			TOTAL			UNDER			TOTAL			UNDER		
	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION	EMP	WORK FORCE	% UTILIZATION			
1) OFFICIALS & MANAGERS	14	8	38.6	0	0.0	0.0	1	5.7	0	0.0	0	0	6.3	1	6.3	1	3.6	0	0.0	0	0	0.4	0	0.4	0	0	0			
2) PROFESSIONALS	9	5	49.5	0	0.0	0.0	0	7.9	1	7.9	0	0	0.7	0	0.7	0	4.2	0	4.2	1	0.4	0	0.0	0	0	0	0			
3) TECHNICIANS	3	2	52.1	0	0.0	0.0	0	16.0	0	16.0	0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0	0	0	0			
5) ADMINISTRATIVE SUPPORT	35	25	76.5	2	5.1	14	18.7	0	0.0	2	1.3	0	0.0	1	3.0	0	0.0	1	0.5	0	0.0	0	0.0	0	0	0	0			
6) CRAFT WORKER	24	0	4.8	1	4.8	7	22.2	0	0.0	1	0.6	0	0.0	1	1.3	0	0.0	0	0.5	0	0.5	0	0.5	0	0	0	0			
7) OPERATIVES (NON BUS-OP)	41	16	30.6	0	0.0	21	48.8	0	0.0	2	1.0	0	0.0	2	3.1	0	0.0	1	0.3	0	0.0	0	0.0	0	0	0	0			
BUS OPERATORS	137	27	51.5	44	31.8	55	26.5	0	0.0	11	1.5	0	0.0	7	1.5	0	0.0	2	0.0	0	0.0	0	0.0	0	0	0	0			
8) LABORERS AND HELPERS	11	1	24.0	2	14.9	10	67.8	0	0.0	0	0.5	0	0.5	0	1.5	0	1.5	0	0.6	0	0.6	0	0.6	0	0	0	0			
9) SERVICE WORKERS	6	2	57.7	1	24.4	3	31.1	0	0.0	2	1.2	0	0.0	1	4.0	0	0.0	0	0.5	0	0.5	0	0.5	0	0	0	0			
TOTALS	280	86		50		111		1		18		1		13		0		5		0										

Attachment A

7.a18

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 ADMINISTRATION REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

16

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ALASKAN NATIVE						
	TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION			
			%	#			%	#			%	#			%	#			%	#		
1) OFFICIALS & MANAGERS	1	0	38.6	0	38.6	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	2	1	76.5	1	26.5	1	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	3	1		1		1	0		0		0		0		0		0		0		0	

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FINANCE REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

17

EEOC JOB CATEGORY	FEMALE			HISPANIC			BLACK			ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ALASKAN NATIVE									
	TOTAL EMP	UNDER		TOTAL EMP	UNDER		TOTAL EMP	UNDER		TOTAL EMP	UNDER		TOTAL EMP	UNDER								
		WORK FORCE	% UTILIZATION		WORK FORCE	% UTILIZATION		WORK FORCE	% UTILIZATION		WORK FORCE	% UTILIZATION		WORK FORCE	% UTILIZATION							
1) OFFICIALS & MANAGERS	3	3	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	4	3	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	1	0.4	0	0.0	0
3) TECHNICIANS	2	1	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	0	18.7	0	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	11	9		0		0		0		0		0		0		0		1		0		

Attachment A

7.a20

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CUSTOMER SERVICE REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

18

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN NATIVE				
	TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		TOTAL EMP	WORK FORCE	UNDER UTILIZATION		
			#	%			#	%			#	%			#	%			#	%	
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0
5) ADMINISTRATIVE SUPPORT	5	5	76.5	0	0.0	4	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0
7) OPERATIVES (NON BUS-OP)	1	1	30.6	0	0.0	1	48.8	0	0.0	0	1.0	0	1.0	0	3.1	0	3.1	0	0.3	0	0.3
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0
TOTALS	6	6		0		5		0		0		0		0		0		0		0	

Attachment A

7.a21

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 HUMAN RESOURCES REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

19

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ ALASKAN NATIVE						
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	UNDER		TOTAL EMP	UNDER					
			% UTILIZATION	#			% UTILIZATION	#			% UTILIZATION	#		% UTILIZATION	#		% UTILIZATION	#				
1) OFFICIALS & MANAGERS	2	2	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	0	18.7	0	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	4	4		0		0		0		0		0		0		0		0		0		0

Attachment A

7.a22

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 INFORMATION TECHNOLOGY REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

20

EEOC JOB CATEGORY	FEMALE			HISPANIC			BLACK			ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ALASKAN NATIVE									
	TOTAL EMP	UNDER UTILIZATION		WORK FORCE AVAIL #	UNDER UTILIZATION		WORK FORCE AVAIL #	UNDER UTILIZATION		WORK FORCE AVAIL #	UNDER UTILIZATION		WORK FORCE AVAIL #	UNDER UTILIZATION								
		WORK FORCE AVAIL	%		WORK FORCE AVAIL	%		WORK FORCE AVAIL	%		WORK FORCE AVAIL	%		WORK FORCE AVAIL	%							
1) OFFICIALS & MANAGERS	2	0	38.6	1	38.6	0	5.7	0	5.7	0	6.3	0	6.3	1	3.6	0	0.0	0	0.4	0	0.4	0
2) PROFESSIONALS	2	1	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	0	0	76.5	0	0.0	0	18.7	0	0.0	0	1.3	0	0.0	0	3.0	0	0.0	0	0.5	0	0.0	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	4	1		1		0		0		0		0		1		0		0		0		0

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 LEGAL REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

21

EEOC JOB CATEGORY	FEMALE			HISPANIC			BLACK			ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ ALASKAN NATIVE									
	TOTAL EMP	WORK FORCE AVAIL	% UTILIZATION	WORK	% UTILIZATION	WORK	% UTILIZATION	WORK	% UTILIZATION	WORK	% UTILIZATION	WORK	% UTILIZATION	WORK	% UTILIZATION							
																UNDER	UNDER	UNDER	UNDER	UNDER		
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0	0
2) PROFESSIONALS	1	1	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	0	18.7	0	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	1	1	57.7	0	0.0	1	31.1	0	0.0	0	1.2	0	1.2	0	4.0	0	4.0	0	0.5	0	0.5	0
TOTALS	4	4		0		1		0		0		0		0		0		0		0		0

Attachment A

7.a24

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FACILITIES MAINTENANCE REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

22

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ ALASKAN NATIVE						
	TOTAL EMP	WORK FORCE	UNDER		WORK FORCE	UTILIZATION	UNDER		WORK FORCE	UTILIZATION	UNDER		WORK FORCE	UTILIZATION	UNDER		WORK FORCE	UTILIZATION				
			AVAIL	#			AVAIL	#			AVAIL	#			AVAIL	#						
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	0	0	76.5	0	0.0	0	18.7	0	0.0	0	1.3	0	0.0	0	3.0	0	0.0	0	0.5	0	0.0	0
6) CRAFT WORKER	7	0	4.8	0	4.8	1	22.2	1	7.9	1	0.6	0	0.0	0	1.3	0	1.3	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	4	1	57.7	1	32.7	1	31.1	0	0.0	2	1.2	0	0.0	1	4.0	0	0.0	0	0.5	0	0.5	0
TOTALS	11	1		1		2		1		3		0		1		0		0		0		

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 PARACRUZ REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

23

HEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		WORK FORCE	UNDER		WORK FORCE	UNDER		WORK FORCE	UNDER		WORK FORCE	UNDER							
			% AVAIL	% UTILIZATION		% AVAIL	% UTILIZATION		% AVAIL	% UTILIZATION		% AVAIL	% UTILIZATION		% AVAIL	% UTILIZATION						
1) OFFICIALS & MANAGERS	3	2	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	1	0	49.5	0	49.5	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	14	9	76.5	2	12.2	7	18.7	0	0.0	2	1.3	0	0.0	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	1	0	57.7	1	57.7	1	31.1	0	0.0	0	1.2	0	1.2	0	4.0	0	4.0	0	0.5	0	0.5	0
TOTALS	19	11		3		8		0		2		0		0		0		0		0		

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

24

EEOC JOB CATEGORY	FEMALE						HISPANIC						BLACK						ASIAN/PACIFIC ISLANDER						AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL		WORK		% UTILIZATION		TOTAL		WORK		% UTILIZATION		TOTAL		WORK		% UTILIZATION		TOTAL		WORK		% UTILIZATION		TOTAL		WORK		% UTILIZATION	
	EMP	FORCE	AVAIL	#	%	FORCE	AVAIL	#	%	FORCE	AVAIL	#	%	FORCE	AVAIL	#	%	FORCE	AVAIL	#	%	FORCE	AVAIL	#	%	FORCE	AVAIL	#	%	
1) OFFICIALS & MANAGERS	2	1	38.6	0	0.0	1	5.7	0	0.0	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0	0	0.4	0	0.4	0	0.4	0	
2) PROFESSIONALS	1	0	49.5	0	49.5	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0	0	0.4	0	0.4	0	0.4	0	
3) TECHNICIANS	1	1	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0	0	0.2	0	0.2	0	0.2	0	
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	2	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0	0	0.5	0	0.5	0	0.5	0	
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0	0	0.5	0	0.0	0	0.0	0	
7) OPERATIVES (NON BUS-OP)	10	4	30.6	0	0.0	3	48.8	2	18.8	2	1.0	0	0.0	0	3.1	0	3.1	0	0.3	0	0.3	0	0	0.3	0	0.3	0	0.3	0	
BUS OPERATORS	137	27	51.5	44	31.8	55	26.5	0	0.0	11	1.5	0	0.0	7	1.5	0	0.0	2	0.0	0	0.0	0	0	0.0	0	0.0	0	0.0	0	
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0	0	0.6	0	0.0	0	0.0	0	
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0	0	0.5	0	0.0	0	0.0	0	
TOTALS	153	35		44		61		2		13		0		7		0		2		0				2		0				

Attachment A

7.a27

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FLEET MAINTENANCE REPORT AS OF 12/31/11
 BASED ON CENSUS 2000 DATA

25

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN NATIVE				
		WORK FORCE	% AVAIL	UTILIZATION		WORK FORCE	% AVAIL	UTILIZATION		WORK FORCE	% AVAIL	UTILIZATION		WORK FORCE	% AVAIL	UTILIZATION		WORK FORCE	% AVAIL	UTILIZATION		
				#	%			#	%			#	%			#	%			#	%	#
1) OFFICIALS & MANAGERS	1	0	38.6	0	38.6	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	6	2	76.5	3	43.2	0	18.7	1	18.7	0	1.3	0	1.3	1	3.0	0	0.0	1	0.5	0	0.0	0
6) CRAFT WORKER	17	0	4.8	1	4.8	6	22.2	0	0.0	0	0.6	0	0.6	1	1.3	0	0.0	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	11	1	24.0	2	14.9	10	67.8	0	0.0	0	0.5	0	0.5	0	1.5	0	1.5	0	0.6	0	0.6	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	35	3		6		16		1		0		0		2		0		1		0		

Attachment A

7.a28

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SYSTEM WIDE REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

26

EEOC JOB CATEGORY	FEMALE			HISPANIC			BLACK			ASIAN/PACIFIC ISLANDER			AMERICAN INDIAN/ ALASKAN NATIVE									
	TOTAL EMP	WORK FORCE AVAIL	% UTILIZATION	WORK FORCE AVAIL	% UTILIZATION	WORK FORCE AVAIL	% UTILIZATION	WORK FORCE AVAIL	% UTILIZATION	WORK FORCE AVAIL	% UTILIZATION	WORK FORCE AVAIL	% UTILIZATION	WORK FORCE AVAIL	% UTILIZATION							
																UNDER	UNDER	UNDER	UNDER	UNDER	UNDER	
1) OFFICIALS & MANAGERS	14	8	38.6	0	0.0	1	5.7	0	0.0	0	6.3	1	6.3	1	3.6	0	0.0	0	0.4	0	0.4	0
2) PROFESSIONALS	10	4	49.5	1	9.5	0	7.9	1	7.9	0	0.7	0	0.7	1	4.2	0	0.0	0	0.4	0	0.4	0
3) TECHNICIANS	3	2	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0
5) ADMINISTRATIVE SUPPORT	37	27	76.5	1	3.5	14	18.7	0	0.0	2	1.3	0	0.0	2	3.0	0	0.0	0	0.5	0	0.5	0
6) CRAFT WORKER	24	0	4.8	1	4.8	8	22.2	0	0.0	1	0.6	0	0.0	1	1.3	0	0.0	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	42	15	30.6	0	0.0	21	48.8	0	0.0	2	1.0	0	0.0	2	3.1	0	0.0	1	0.3	0	0.0	0
BUS OPERATORS	146	32	51.5	43	29.6	58	26.5	0	0.0	12	1.5	0	0.0	7	1.5	0	0.0	2	0.0	0	0.0	0
8) LABORERS AND HELPERS	11	1	24.0	2	14.9	10	67.8	0	0.0	0	0.5	0	0.5	0	1.5	0	1.5	0	0.6	0	0.6	0
9) SERVICE WORKERS	8	2	57.7	3	32.7	4	31.1	0	0.0	2	1.2	0	0.0	1	4.0	0	0.0	0	0.5	0	0.5	0
TOTALS	295	91		51		116		1		19		1		15	0			3	0			

Attachment A

7.a29

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 ADMINISTRATION REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

27

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN NATIVE				
	TOTAL		UNDER		TOTAL		UNDER		TOTAL		UNDER		TOTAL		UNDER		TOTAL		UNDER		
	EMP	WORK FORCE	% AVAIL	UTILIZATION	EMP	WORK FORCE	% AVAIL	UTILIZATION	EMP	WORK FORCE	% AVAIL	UTILIZATION	EMP	WORK FORCE	% AVAIL	UTILIZATION	EMP	WORK FORCE	% AVAIL	UTILIZATION	
1) OFFICIALS & MANAGERS	2	0	38.6	1 38.6	0	5.7	0	5.7	0	6.3	0	6.3	1	3.6	0	0.0	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0 0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0 0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	1	0	76.5	1 76.5	1	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0 0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0 0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0 0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0 0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0 0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	3	0		2	1	0		0	0	0		0	1	0		0	0	0	0		0

Attachment A

7.a30

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FINANCE REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

28

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN NATIVE					
	TOTAL		UNDER		TOTAL		UNDER		TOTAL		UNDER		TOTAL		UNDER		TOTAL		UNDER			
	EMP	WORK FORCE	% AVAIL	UTILIZATION #	%	WORK FORCE	% AVAIL	UTILIZATION #	%	WORK FORCE	% AVAIL	UTILIZATION #	%	WORK FORCE	% AVAIL	UTILIZATION #	%	WORK FORCE	% AVAIL	UTILIZATION #	%	
1) OFFICIALS & MANAGERS	3	3	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	3	2	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	1	4.2	0	0.0	0	0.4	0	0.4	0
3) TECHNICIANS	2	1	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0
5) ADMINISTRATIVE SUPPORT	3	3	76.5	0	0.0	0	18.7	1	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	11	9		0		0	1		0		0		0	1	0		0		0		0	

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CUSTOMER SERVICE REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

29

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER			
			%	UTILIZATION			#	%			UTILIZATION	#			%	UTILIZATION			#	%	UTILIZATION	#
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	5	5	76.5	0	0.0	4	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	1	1	30.6	0	0.0	1	48.8	0	0.0	0	1.0	0	1.0	0	3.1	0	3.1	0	0.3	0	0.3	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	6	6		0		5		0		0		0		0		0		0		0		0

Attachment A

7.a32

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 HUMAN RESOURCES REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

30

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION		
1) OFFICIALS & MANAGERS	2	2	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	3	3	76.5	0	0.0	0	18.7	1	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	5	5		0		0		1		0		0		0		0		0		0		0

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 INFORMATION TECHNOLOGY REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

31

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION		
1) OFFICIALS & MANAGERS	1	0	38.6	0	38.6	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	3	1	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	0	0	76.5	0	0.0	0	18.7	0	0.0	0	1.3	0	0.0	0	3.0	0	0.0	0	0.5	0	0.0	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	4	1		0		0		0		0		0		0		0		0		0		0

Attachment A

7.a34

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 LEGAL REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

32

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		
				%	UTILIZATION			#	%			%	UTILIZATION			#	%			%	UTILIZATION	#
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0	0
2) PROFESSIONALS	1	1	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	0	18.7	0	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	1	1	57.7	0	0.0	1	31.1	0	0.0	0	1.2	0	1.2	0	4.0	0	4.0	0	0.5	0	0.5	0
TOTALS	4	4		0		1		0		0		0		0		0		0		0		0

Attachment A

7.a35

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FACILITIES MAINTENANCE REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

33

EEOC JOB CATEGORY	FEMALE						HISPANIC						BLACK						ASIAN/PACIFIC ISLANDER						AMERICAN INDIAN/ALASKAN NATIVE						
	TOTAL			UNDER			TOTAL			UNDER			TOTAL			UNDER			TOTAL			UNDER			TOTAL			UNDER			
	EMP	WORK FORCE	% AVAIL	#	%	UTILIZATION	EMP	WORK FORCE	% AVAIL	#	%	UTILIZATION	EMP	WORK FORCE	% AVAIL	#	%	UTILIZATION	EMP	WORK FORCE	% AVAIL	#	%	UTILIZATION	EMP	WORK FORCE	% AVAIL	#	%	UTILIZATION	
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	0	5.7	0	0.0	0	0	6.3	0	0.0	0	0	3.6	0	0.0	0	0	0.4	0	0.0	0	0	0.4	0	0.0	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	0	7.9	0	0.0	0	0	0.7	0	0.0	0	0	4.2	0	0.0	0	0	0.4	0	0.0	0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	0	16.0	0	0.0	0	0	1.7	0	0.0	0	0	4.6	0	0.0	0	0	0.2	0	0.0	0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	0	0	76.5	0	0.0	0	0	18.7	0	0.0	0	0	1.3	0	0.0	0	0	3.0	0	0.0	0	0	0.5	0	0.0	0	0	0.5	0	0.0	0
6) CRAFT WORKER	5	0	4.8	0	4.8	0	22.2	1	22.2	1	0.6	0	0.0	0	1.3	0	1.3	0	0.5	0	0.5	0	0.5	0	0.5	0	0.5	0	0.5	0	
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0	0.3	0	0.0	0	0.3	0	0.0	0	
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0	0.6	0	0.0	0	0.6	0	0.0	0	
9) SERVICE WORKERS	6	1	57.7	2	41.0	2	31.1	0	0.0	2	1.2	0	0.0	1	4.0	0	0.0	0	0.5	0	0.5	0	0.5	0	0.5	0	0.5	0	0.5	0	
TOTALS	11	1		2		2		1		3		0		1		0		0		0		0		0		0		0		0	

Attachment A

7.a36

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 PARACRUZ REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

74

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
		WORK FORCE		UTILIZATION		WORK FORCE		UTILIZATION		WORK FORCE		UTILIZATION		WORK FORCE		UTILIZATION		WORK FORCE		UTILIZATION		
		AVAIL	#	%	#	%	AVAIL	#	%	AVAIL	#	%	AVAIL	#	%	AVAIL	#	%	AVAIL	#	%	
1) OFFICIALS & MANAGERS	3	2	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	2	0	49.5	1	49.5	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	15	10	76.5	1	9.8	7	18.7	0	0.0	2	1.3	0	0.0	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	1	0	57.7	1	57.7	1	31.1	0	0.0	0	1.2	0	1.2	0	4.0	0	4.0	0	0.5	0	0.5	0
TOTALS	21	12		3		8	0			2	0			0	0			0	0			

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

35

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		
				#	%			#	%			#	%			#	%			#	%	
1) OFFICIALS & MANAGERS	2	1	38.6	0	0.0	1	5.7	0	0.0	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	1	0	49.5	0	49.5	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	1	1	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0
5) ADMINISTRATIVE SUPPORT	3	3	76.5	0	0.0	2	18.7	0	0.0	0	1.3	0	1.3	1	3.0	0	0.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	10	3	30.6	0	0.0	3	48.8	2	18.8	2	1.0	0	0.0	0	3.1	0	3.1	0	0.3	0	0.3	0
BUS OPERATORS	146	32	51.5	43	29.6	58	26.5	0	0.0	12	1.5	0	0.0	7	1.5	0	0.0	2	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	163	40		43		64		2		14		0		8		0		2		0		

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FLEET MAINTENANCE REPORT AS OF 12/31/2010
 BASED ON CENSUS 2000 DATA

30

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		
		AVAIL	#	%	#	%	AVAIL	#	%	AVAIL	#	%	AVAIL	#	%	AVAIL	#	%	AVAIL	#	%	
1) OFFICIALS & MANAGERS	1	0	38.6	0	38.6	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	5	1	76.5	3	56.5	0	18.7	1	18.7	0	1.3	0	1.3	1	3.0	0	0.0	0	0.5	0	0.5	0
6) CRAFT WORKER	19	0	4.8	1	4.8	8	22.2	0	0.0	0	0.6	0	0.6	1	1.3	0	0.0	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	11	1	24.0	2	14.9	10	67.8	0	0.0	0	0.5	0	0.5	0	1.5	0	1.5	0	0.6	0	0.6	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	36	2		6		18		1		0		0		2		0		0		0		0

7.a39

Attachment A

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SYSTEM WIDE REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

37

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			%	UTILIZATION #			%	UTILIZATION #			%	UTILIZATION #			%	UTILIZATION #			%	UTILIZATION #	%	UTILIZATION #
1) OFFICIALS & MANAGERS	14	9	38.6	0	0.0	1	5.7	0	0.0	0	6.3	1	6.3	1	3.6	0	0.0	0	0.4	0	0.4	0
2) PROFESSIONALS	9	2	49.5	2	27.3	0	7.9	1	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	2	2	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0
5) ADMINISTRATIVE SUPPORT	41	29	76.5	2	5.8	14	18.7	0	0.0	2	1.3	0	0.0	2	3.0	0	0.0	1	0.5	0	0.0	0
6) CRAFT WORKER	28	0	4.8	1	4.8	8	22.2	0	0.0	1	0.6	0	0.0	2	1.3	0	0.0	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	44	16	30.6	0	0.0	21	48.8	0	0.0	2	1.0	0	0.0	3	3.1	0	0.0	1	0.3	0	0.0	0
BUS OPERATORS	151	34	51.5	44	29.0	58	26.5	0	0.0	13	1.5	0	0.0	7	1.5	0	0.0	2	0.0	0	0.0	0
8) LABORERS AND HELPERS	11	1	24.0	2	14.9	10	67.8	0	0.0	0	0.5	0	0.5	0	1.5	0	1.5	0	0.6	0	0.6	0
9) SERVICE WORKERS	9	2	57.7	3	35.5	4	31.1	0	0.0	2	1.2	0	0.0	1	4.0	0	0.0	0	0.5	0	0.5	0
TOTALS	309	95		54		116		1		20		1		16		0		4		0		

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 ADMINISTRATION REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

38

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		
			% AVAIL	# %			% AVAIL	# %			% AVAIL	# %			% AVAIL	# %			% AVAIL	# %	
1) OFFICIALS & MANAGERS	2	0	38.6	1 38.6	0	5.7	0	5.7	0	6.3	0	6.3	1	3.6	0	0.0	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0 0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0 0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	2	1	76.5	1 26.5	1	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0 0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0 0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0 0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0 0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0 0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	4	1		2	1	0		0	0		0		1	0		0	0		0		0

Attachment A

7.241

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FINANCE REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

39

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER	
			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION
1) OFFICIALS & MANAGERS	3	3	38.6	0 0.0	0	5.7	0 5.7	0 0.0	6.3	0 6.3	0 0.0	3.6	0 3.6	0 0.0	0.4	0 0.4	0 0.0	0.4	0 0.4	0 0.0
2) PROFESSIONALS	2	0	49.5	1 49.5	0	7.9	0 7.9	0 0.0	0.7	0 0.7	0 0.0	4.2	0 4.2	0 0.0	0.4	0 0.4	0 0.0	0.4	0 0.4	0 0.0
3) TECHNICIANS	1	1	52.1	0 0.0	0	16.0	0 16.0	0 0.0	1.7	0 1.7	0 0.0	4.6	0 4.6	0 0.0	0.2	0 0.2	0 0.0	0.2	0 0.2	0 0.0
5) ADMINISTRATIVE SUPPORT	6	4	76.5	1 9.8	0	18.7	1 18.7	0 0.0	1.3	0 1.3	1 13.3	3.0	0 3.0	0 0.0	0.5	0 0.5	0 0.0	0.5	0 0.5	0 0.0
6) CRAFT WORKER	0	0	4.8	0 0.0	0	22.2	0 0.0	0 0.0	0.6	0 0.6	0 0.0	1.3	0 1.3	0 0.0	0.5	0 0.5	0 0.0	0.0	0 0.0	0 0.0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0 0.0	0	48.8	0 0.0	0 0.0	1.0	0 1.0	0 0.0	3.1	0 3.1	0 0.0	0.3	0 0.3	0 0.0	0.0	0 0.0	0 0.0
BUS OPERATORS	0	0	51.5	0 0.0	0	26.5	0 0.0	0 0.0	1.5	0 1.5	0 0.0	1.5	0 1.5	0 0.0	0.0	0 0.0	0 0.0	0.0	0 0.0	0 0.0
8) LABORERS AND HELPERS	0	0	24.0	0 0.0	0	67.8	0 0.0	0 0.0	0.5	0 0.5	0 0.0	1.5	0 1.5	0 0.0	0.6	0 0.6	0 0.0	0.0	0 0.0	0 0.0
9) SERVICE WORKERS	0	0	57.7	0 0.0	0	31.1	0 0.0	0 0.0	1.2	0 1.2	0 0.0	4.0	0 4.0	0 0.0	0.5	0 0.5	0 0.0	0.0	0 0.0	0 0.0
TOTALS	12	8		2 0	0	1	0 1	0 0	0	0 0	0 0	1	0 1	0 0	0	0 0	0 0	0	0 0	0 0

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CUSTOMER SERVICE REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

47

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE			
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER	
			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION			% AVAIL	% UTILIZATION
1) OFFICIALS & MANAGERS	0	0	38.6	0 0.0	0	5.7	0 0.0	0	6.3	0 0.0	0	3.6	0 0.0	0	0.4	0 0.0	0	0.0	0 0.0	
2) PROFESSIONALS	0	0	49.5	0 0.0	0	7.9	0 0.0	0	0.7	0 0.0	0	4.2	0 0.0	0	0.4	0 0.0	0	0.0	0 0.0	
3) TECHNICIANS	0	0	52.1	0 0.0	0	16.0	0 0.0	0	1.7	0 0.0	0	4.6	0 0.0	0	0.2	0 0.0	0	0.0	0 0.0	
5) ADMINISTRATIVE SUPPORT	5	5	76.5	0 0.0	4	18.7	0 0.0	0	1.3	0 1.3	0	3.0	0 3.0	0	0.5	0 0.5	0	0.0	0 0.0	
6) CRAFT WORKER	0	0	4.8	0 0.0	0	22.2	0 0.0	0	0.6	0 0.0	0	1.3	0 0.0	0	0.5	0 0.0	0	0.0	0 0.0	
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0 0.0	0	48.8	0 0.0	0	1.0	0 0.0	0	3.1	0 0.0	0	0.3	0 0.0	0	0.0	0 0.0	
BUS OPERATORS	0	0	51.5	0 0.0	0	26.5	0 0.0	0	1.5	0 0.0	0	1.5	0 0.0	0	0.0	0 0.0	0	0.0	0 0.0	
8) LABORERS AND HELPERS	0	0	24.0	0 0.0	0	67.8	0 0.0	0	0.5	0 0.0	0	1.5	0 0.0	0	0.6	0 0.0	0	0.0	0 0.0	
9) SERVICE WORKERS	0	0	57.7	0 0.0	0	31.1	0 0.0	0	1.2	0 0.0	0	4.0	0 0.0	0	0.5	0 0.0	0	0.0	0 0.0	
TOTALS	5	5			4			0			0			0			0			

Attachment A

7.243

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 HUMAN RESOURCES REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

41

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			%	UTILIZATION			#	%			UTILIZATION	#			%	UTILIZATION			#	%	UTILIZATION	#
1) OFFICIALS & MANAGERS	3	3	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	3	3	76.5	0	0.0	0	18.7	1	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	6	6		0		0		1		0		0		0		0		0		0		0

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 INFORMATION TECHNOLOGY REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

42

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			%	UTILIZATION			%	UTILIZATION			%	UTILIZATION			%	UTILIZATION			%	UTILIZATION	%	UTILIZATION
1) OFFICIALS & MANAGERS	1	0	38.6	0	38.6	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	3	1	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	0	0	76.5	0	0.0	0	18.7	0	0.0	0	1.3	0	0.0	0	3.0	0	0.0	0	0.5	0	0.0	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	4	1		0		0		0		0		0		0		0		0		0		0

Attachment A

7.245

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 LEGAL REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

43

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			% AVAIL	#			% AVAIL	#			% AVAIL	#			% AVAIL	#			% AVAIL	#	% AVAIL	#
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0	0
2) PROFESSIONALS	1	1	49.5	0	0.0	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	0	18.7	0	18.7	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	1	1	57.7	0	0.0	1	31.1	0	0.0	0	1.2	0	1.2	0	4.0	0	4.0	0	0.5	0	0.5	0
TOTALS	4	4		0		1		0		0		0		0		0		0		0		0

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FACILITIES MAINTENANCE REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

#

EEOC JOB CATEGORY	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE					
	TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER		TOTAL EMP	WORK FORCE	UNDER			
			% AVAIL	#			% AVAIL	#			% AVAIL	#			% AVAIL	#			% AVAIL	#	% AVAIL	#
1) OFFICIALS & MANAGERS	0	0	38.6	0	0.0	0	5.7	0	0.0	0	6.3	0	0.0	0	3.6	0	0.0	0	0.4	0	0.0	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	0	0	76.5	0	0.0	0	18.7	0	0.0	0	1.3	0	0.0	0	3.0	0	0.0	0	0.5	0	0.0	0
6) CRAFT WORKER	5	0	4.8	0	4.8	0	22.2	1	22.2	1	0.6	0	0.0	0	1.3	0	1.3	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	7	1	57.7	3	43.4	2	31.1	0	0.0	2	1.2	0	0.0	1	4.0	0	0.0	0	0.5	0	0.5	0
TOTALS	12	1		3		2		1		3	0		1	0		0		0		0		0

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 PARACRUZ REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

45

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
		WORK FORCE	UNDER		WORK FORCE	UNDER		WORK FORCE	UNDER		WORK FORCE	UNDER		WORK FORCE	UNDER							
			% AVAIL	#		% UTILIZATION	#		% AVAIL	#		% UTILIZATION	#		% AVAIL	#	% UTILIZATION	#	% UTILIZATION			
1) OFFICIALS & MANAGERS	2	2	38.6	0	0.0	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	2	0	49.5	1	49.5	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	15	10	76.5	1	9.8	7	18.7	0	0.0	2	1.3	0	0.0	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	1	0	57.7	1	57.7	1	31.1	0	0.0	0	1.2	0	1.2	0	4.0	0	4.0	0	0.5	0	0.5	0
TOTALS	20	12		3		8		0		2		0		0		0		0		0		0

Attachment A

7.248

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

HG

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVE				
		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		WORK FORCE	AVAIL	UNDER		
				%	UTILIZATION			#	%			%	UTILIZATION			#	%			%	UTILIZATION	#
1) OFFICIALS & MANAGERS	2	1	38.6	0	0.0	1	5.7	0	0.0	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	1	0	49.5	0	49.5	0	7.9	0	7.9	0	0.7	0	0.7	0	4.2	0	4.2	0	0.4	0	0.4	0
3) TECHNICIANS	1	1	52.1	0	0.0	0	16.0	0	16.0	0	1.7	0	1.7	0	4.6	0	4.6	0	0.2	0	0.2	0
5) ADMINISTRATIVE SUPPORT	2	2	76.5	0	0.0	2	18.7	0	0.0	0	1.3	0	1.3	0	3.0	0	3.0	0	0.5	0	0.5	0
6) CRAFT WORKER	0	0	4.8	0	0.0	0	22.2	0	0.0	0	0.6	0	0.0	0	1.3	0	0.0	0	0.5	0	0.0	0
7) OPERATIVES (NON BUS-OP)	12	4	30.6	0	0.0	4	48.8	2	15.5	2	1.0	0	0.0	0	3.1	0	3.1	0	0.3	0	0.3	0
BUS OPERATORS	151	34	51.5	44	29.0	58	26.5	0	0.0	13	1.5	0	0.0	7	1.5	0	0.0	2	0.0	0	0.0	0
8) LABORERS AND HELPERS	0	0	24.0	0	0.0	0	67.8	0	0.0	0	0.5	0	0.0	0	1.5	0	0.0	0	0.6	0	0.0	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	169	42		44		65		2		15		0		7		0		2		0		

Attachment A

CHART 5

WORK FORCE UTILIZATION ANALYSIS
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FLEET MAINTENANCE REPORT AS OF 12/31/09
 BASED ON CENSUS 2000 DATA

47

EEOC JOB CATEGORY	TOTAL EMP	FEMALE				HISPANIC				BLACK				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN NATIVE				
		WORK FORCE	UNDER UTILIZATION		WORK FORCE	UNDER UTILIZATION		WORK FORCE	UNDER UTILIZATION		WORK FORCE	UNDER UTILIZATION		WORK FORCE	UNDER UTILIZATION		WORK FORCE	UNDER UTILIZATION				
			AVAIL	#		%	AVAIL		#	%		AVAIL	#		%	AVAIL		#	%	AVAIL	#	%
1) OFFICIALS & MANAGERS	1	0	38.6	0	38.6	0	5.7	0	5.7	0	6.3	0	6.3	0	3.6	0	3.6	0	0.4	0	0.4	0
2) PROFESSIONALS	0	0	49.5	0	0.0	0	7.9	0	0.0	0	0.7	0	0.0	0	4.2	0	0.0	0	0.4	0	0.0	0
3) TECHNICIANS	0	0	52.1	0	0.0	0	16.0	0	0.0	0	1.7	0	0.0	0	4.6	0	0.0	0	0.2	0	0.0	0
5) ADMINISTRATIVE SUPPORT	6	2	76.5	3	43.2	0	18.7	1	18.7	0	1.3	0	1.3	1	3.0	0	0.0	1	0.5	0	0.0	0
6) CRAFT WORKER	23	0	4.8	1	4.8	8	22.2	0	0.0	0	0.6	0	0.6	2	1.3	0	0.0	0	0.5	0	0.5	0
7) OPERATIVES (NON BUS-OP)	0	0	30.6	0	0.0	0	48.8	0	0.0	0	1.0	0	0.0	0	3.1	0	0.0	0	0.3	0	0.0	0
BUS OPERATORS	0	0	51.5	0	0.0	0	26.5	0	0.0	0	1.5	0	0.0	0	1.5	0	0.0	0	0.0	0	0.0	0
8) LABORERS AND HELPERS	11	1	24.0	2	14.9	10	67.8	0	0.0	0	0.5	0	0.5	0	1.5	0	1.5	0	0.6	0	0.6	0
9) SERVICE WORKERS	0	0	57.7	0	0.0	0	31.1	0	0.0	0	1.2	0	0.0	0	4.0	0	0.0	0	0.5	0	0.0	0
TOTALS	41	3		6		18		1		0		0		3		0		1		0		

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY BEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHAR: 6

EEO-01: OFFICIALS & MANAGERS

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
\$6,294-\$8,032 ASST FINANCE MANAGER	1		1												1
\$6,294-\$8,032 ASST HR MANAGER	1		1												1
\$5,736-\$6,597 ASST MANAGER OF ITS	1	1													1
\$5,259-\$6,713 ASST PARATRANS SUPT	1		1												1
\$8,365-***** FINANCE MANAGER	1		1												1
\$4,756-\$6,072 FINANCIAL ANALYST	1		1												1
\$6,294-\$8,032 FIXED ROUTE SUPT	1		1												1
***** GENERAL MANAGER	1	1													1
\$7,535-\$9,617 HUMAN RES MANAGER	1		1												1
\$7,535-\$9,617 INFO TECH MANAGER	1					1						1			1
\$8,365-***** MAINTENANCE MANAGER	1		1												1
\$8,365-***** OPERATIONS MANAGER	1				1							1			1
\$4,327-\$5,503 PARATRAN ELIG COORD	1		1												1
\$6,294-\$8,032 PARATRAN SUPT	1		1									1			1
TOTAL	14	4	6	1		1						2		6	8

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 6

EEO-02: PROFESSIONALS

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
13,557-14,541 ACCESS SERVICES COOR	1		1												1
14,522-15,777 ACCOUNTANT II	1										1		1		1
***** DISTRICT COUNSEL	1			1											1
15,131-16,550 GRANTS/LEGIS ANALYST	2	1	1											1	1
14,957-15,332 PURCHASING AGENT	1		1												1
15,293-16,497 SAFETY&TRAINING COOR	1		1											1	
14,257-15,424 SR IT TECH	1		1												1
15,736-18,537 SR. DATAB ADMINISTR	1		1												1
TOTAL	9	4	4	1							1		1	4	5

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY EEOE JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 6

EEO-602: TECHNICIANS

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
\$3,822-\$4,879															
JR. TRANS PLANNER	1	1													
\$4,758-\$6,070															
SCHEDULE ANALYST	1		1												1
\$2,723-\$3,482															
TRANSIT SURVEYOR	1		1												1
TOTAL	2	1	1											1	2

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY BECJ JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHRG. 6

EEO-05: ADMINISTRATIVE SUPPORT

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F		
13,898-14,964 ACCOUNTING SPECIALIST	1		1												1
13,689-14,711 ADMIN ASSISTANT	2		2												2
13,972-14,943 ADMIN ASSISTANT/SUP	1				1							1			1
14,926-16,298 ADMIN SERV DOOR	1				1							1			1
13,917-15,086 GENE ADMINISTRATOR	1		1												1
12,969-13,786 CUB SERV REP	3				3							3			3
12,444-13,474 DISPATCH/SCHEDULERS	4	1	3											1	3
12,343-13,335 DISPATCHER	5	1			3				1			3	1		4
14,011-15,086 LEAD PARTS CLERK-FM	1		1												1
14,367-15,509 PARALEGAL	2		2												2
12,343-13,335 PARATRANS CLERK III	2	1							1			1		1	1
13,226-14,084 PARTS CLERK	1		1												1
13,669-14,588 PAYROLL ADCT SPT SPE	1		1												1

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY BEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 6

13,488-14,458 PAYROLL SPECIALIST	1	1			1						1		1	
14,837-15,155 PERSONNEL TECH	1	1		1									1	
13,225-14,384 RECVNG PARTS CLERK	1	1				1				1		1		
12,217-13,155 RESERVATIONIST	1	3			3						3		3	
13,659-14,680 SR ACCTG TECHNICIAN	1	1								1		1		1
14,530-15,845 SUP/PARTS & MAT - FM	1	1	1										1	
12,287-14,098 T&P PRGSP SPECIALIST	1	1			1							1		1
TOTAL	1	40	6	11	4	15	1		2	1	5	18	11	29

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 6

EEO-06: SKILLED CRAFT

JOB CLASSIFICATION SALARY RANGE	(TOTAL)	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
14,383-16,353 FAC MAINT SUPERVISOR	1	1													
13,557-14,583 FAC MAINT WKR II	1	6		4		1		1				2		6	
14,383-16,353 FLT MAINT SUPERVISOR	1	2		2										2	
14,446-15,625 FM LEAD MECHANIC	1	3		1		2						2		3	
13,568-14,898 FM MECHANIC I	1	1		1				1						1	
14,047-15,124 FM MECHANIC II	1	9		6		2		1				3		9	
14,241-15,368 FM MECHANIC III	1	2		1		1						1		2	
13,543-14,619 UPHOLSTERER II	1	1				1						1		1	
TOTAL	1	25		16		7		1				9		25	

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 5

EEO-07: OPERATIVES

JOB CLASSIFICATION SALARY RANGE	(TOTAL)	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
12,556-14,585 BUS OPERATOR	147	91	18	32	5	7		7	4	2		68	10	119	28
14,575-15,845 TRANSIT SUPERVISOR	11	2	3	2	2			2				4	2	6	5
12,326-13,307 VAN DRIVERS	51	12	5	18	12	3				1		21	13	33	16
TOTAL	209	65	26	52	20	10		9	4	2	1	93	25	158	51

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 6

EEO-08: LABORERS AND HELPERS

JOB CLASSIFICATION SALARY RANGE	(TOTAL)	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
\$3,148-\$3,997															
VEH SERV DETAILER	2			2								2		2	
\$3,451-\$4,399															
VEH SERV TECHNICIAN	2	1		1								1	1	2	
\$2,995-\$3,810															
VEH SERV WKR II	8			7	1							7	1	7	1
TOTAL	12	1		10	1							10	1	11	1

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 QUARTERLY WORK FORCE COMPOSITION
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE
 AS OF: 12/31/2011

CHART 6

EEO-09: SERVICE MAINTENANCE

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
\$3,879-\$4,957 CLAIMS INVESTIG I	1				1								1		1
\$2,718-\$3,453 CUSTOD SERV WKR I	3			1		1	1	1				2	1	2	1
\$2,343-\$3,335 GAS MECHANIC II	1			1								1		1	
\$3,344-\$4,267 LEAD CUSTODIAN	1							1				1		1	
TOTAL	6			2	1	1	2	1				4	2	4	2

Attachment A

VII. GOALS AND TIMETABLES

Assessment of 2009 - 2011 Appointment Goals

The Equal Employment Opportunity Policy of the Santa Cruz Metropolitan Transit District states that Santa Cruz METRO seeks to achieve a workforce in which minorities and females are represented in numbers consistent with the area workforce. Santa Cruz METRO employment goals are based upon the percentage of minorities and females in the Santa Cruz County workforce as reported by the 2000 census.

Appointment Goals were established for 2009 - 2011 based upon workforce composition data and the areas of underutilization within Santa Cruz METRO from data available at the end of 2008. Chart 7 identifies appointment goals from the prior period and shows what goals have been met in the hiring activity during 2009 – 2011.

Chart 7 on the next page shows the following outcomes for achieving appointment goals set in the Plan for the time period 2009 – 2011. A summary of the appointment goals and accomplishments is outlined below.

Officials and Managers – One goal was met by hiring 1 Asian Manager. One goal was not met as no Black managers were hired.

Professionals – One goal was met by hiring two Females. One goal was not met as no Hispanics were hired.

Technicians – No goals were set as no underutilization was noted.

Administrative Support – Two goals were met – One Asian was hired, and one Female was hired.

Craft Workers – One goal was not met, as no Females were hired.

Operatives – One goal to hire three Asians was not met, but two Asians were hired. One goal for the three year period was to hire 48 Females, and it was not met. There were 18 total appointments, 7 Females were hired which is approximately 38.9% of those hired

Laborers & Helpers – No hiring was done.

Service Workers – No hiring was done.

Attachment A

CHART 7 APPOINTMENT GOALS and RESULTS for 2009 - 2011

<u>EEOC JOB CATEGORY</u> <u>Appointment Goals Met</u> <u>from 2009 - 2011 Plan</u>	<u>Positions Filled</u>	<u>Appointments</u>	
<u>Officials & Managers (01)</u> 1 Asian – Met 1 Black - Not met	Maintenance Manager	1	M/WHT
	IT Manager	1	M/AIA
<u>Professionals (02)</u> 1 Hispanic - not met 2 Female – Met	Purchasing Agent	1	F/AIS
	Grants/Legislative Analyst	1	F/WHT
	Accountant II	1	F/AIA
<u>Technicians (03)</u>	No Hiring	0	
<u>Admin. Support Workers (05)</u> 1 Asian – MET 1 Female – MET	Dispatch/Scheduler	1	M/WHT
	Administrative Clerk I	1	F/WHT
	Administrative Assist./Supervisor	1	F/WHT
	Paratransit Clerk III	1	M/WHT
	Planning Intern	3	2 F/WHT, 1M/HIS
	Administrative Assistant	1	F/AIS
<u>Craft Workers (06)</u> 1 Female - Not met	Mechanic I	1	M/WHT
	Fac Maint Wkr II	2	M/WHT
<u>Operatives (07)</u> 3 Asian - 2 Hired, not met 48 Females - 7 Hired, not met	Van Driver	2	1F/HIS, 1M/WHT
	Bus Operator	16	1/F/BLK, 1F/OTH, 2F/WHT, 2 F/HIS, 1 M/OTH, 2 M/HIS, 2 M/AIS, 1 M/BLK, 4 M/WHT
<u>Laborers & Helpers (08)</u>	No hiring	0	
<u>Service Workers (09)</u>	No hiring	0	
		33	Total Appointments

Attachment A

APPOINTMENT GOALS

Database for Selection of Population Statistics

The U.S. Census Bureau provides the statistical database for the civilian labor force used to determine the percentages of females and minorities in the area workforce. Civilian workforce statistics are used rather than general population statistics since the general population is not reflective of the population available for work. The general population includes children under the age of 16, students, retired workers, inmates of institutions, etc. Workforce statistics are the standards, which are used by compliance agencies (EEOC and DFEH) and the judicial system to determine evidence of discrimination.

Appointment Goals

Santa Cruz METRO bases its appointment goals for the agency as a whole and for each job category on the Utilization chart (Chart 4). The utilization charts identify the EEOC job categories, which are below parity in each protected class. Chart 8 lists 2012 - 2014 appointment goals by EEOC job category for Santa Cruz METRO. In addition to the appointment goals, Santa Cruz METRO will continue its commitment to reach parity with the female and minority population segments of the Santa Cruz County labor force. Santa Cruz METRO will continue to identify and eliminate employment barriers for female and minority protected classes, as well as other protected classes.

CHART 8

APPOINTMENT GOALS BY EEOC JOB CATEGORY January 1, 2012 – December 31, 2014

<u>EEOC CATEGORY</u>	<u>Goal for Minorities</u>	<u>Goal for Females</u>
Officials & Managers	Black (1)	No underutilization
Professionals	Hispanic (1)	No underutilization
Technicians	No underutilization	No underutilization
Administrative Support	No underutilization	Females (2)
Craft Workers	No underutilization	Females (1)
Operatives	No underutilization	**Females (44)
Laborers and Helpers	No underutilization	Females (2)
Service Workers	No underutilization	Females (1)

**Due to the disparity of Female Bus Operators/Van Drivers in the Operatives category, and Santa Cruz METRO's staffing levels, it is not likely the goal of hiring 44 Females will be met during the three year period. It is unlikely that Santa Cruz METRO will hire 44 Bus Operators and Van Drivers in total during the next few years. Santa Cruz METRO will continue to strive to increase the number of Female Operatives through the recruitment and hiring process.

Attachment A

VIII. EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES

	<u>FREQUENCY</u>
1. Include an EEO policy statement in Santa Cruz METRO publications.	Ongoing
2. Inform management and supervisory staff about EEO issues and concerns.	Ongoing
3. Produce EEO report including current workforce utilization.	Annually
4. Produce EEO reports on appointments, goals, new hires, separations, transfers, and promotions.	Annually
5. Maintain records on applicant flow data by ethnicity, gender, disability, age, recruitment and referral source.	Each Recruitment
6. Recruit candidates with Spanish speaking skills	Applicable Recruitment
7. Include the EEO policy as part of the orientation process for new employees.	Each Appointment
8. Inform employees of the EEO Plan.	Ongoing
9. Include in Santa Cruz METRO contracts with vendors a statement of Nondiscrimination.	Ongoing
10. Update EEO Plan.	Triennially
11. Contact local community organizations representing minority, disabled, and female organizations, community groups, educational institutions and associations to elicit their assistance in the referral of qualified applicants from protected classes.	Ongoing
12. Provide training opportunities for current employees to assist employees in developing skills needed for future promotions.	Ongoing

Attachment A

IX. ASSESSMENT OF EMPLOYMENT PRACTICES

Santa Cruz METRO is guided by a Resolution No. 87-7-9, approved by the Board of Directors in July 1987, A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REVISING PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, attached as Appendix I. This resolution is applicable for all positions and is intended to govern the Personnel matters of the District. If a specific provision of the Rules and Regulations conflict with a provision of a collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail if so specified in the collective bargaining agreement. Santa Cruz METRO currently has three collective bargaining units with three Labor Contracts, Service Employees International Union (SEIU) Local 521, United Transportation Union (UTU) Local 23, and UTU, Local 23 Paracruz Operations.

The Personnel Rules and Regulations contain direction in the following areas: Allocation of Positions and Salary, Classified Personnel List, Position Specifications, Salary Plan, Overtime Compensation and Time Off, Notice of Vacancies, Application for Vacancies, Notice of Eligibility List Examinations, Certification of Eligible Applicants, Appointment Procedures, Transfers, Layoffs, Promotions, Probationary Period, Evaluations, Commendations and Counseling, Disciplinary Actions and Grounds for Disciplinary Actions, Separation, Appeal of Disciplinary Action, Service of the General Manager, Benefits, Conflict of Interest, and Affirmation Action.

Recruitment

Santa Cruz METRO announces all vacancies for positions on the classified personnel list through internal postings on bulletin boards throughout Santa Cruz METRO facilities. In addition, Santa Cruz METRO uses various methods to announce and advertise openings to the public through posting at the Employment Development Department, posting all position openings on Santa Cruz METRO's web site, www.scmtd.com, advertising openings with banner signs on public buses, posting position openings on job recruitment web sites, community TV, public radio including Spanish radio stations, paid advertisements, direct mailing announcements to relevant professional or trade associations and community agencies, mailing announcements to other governmental agencies, mailing and posting announcements to local schools, community colleges and universities, attending job fairs, and using employment agencies.

Screening and Hiring

All Santa Cruz METRO job applications are screened by Human Resources staff to determine if applicants meet minimum qualifications for the position. Human Resources staff works with department managers to assess job specific requirements, prepare interview questions, assist and/or participate in oral boards and the composition of oral boards, and determine evaluation criteria. Following the interview, and oral board recommendations, the EEO Officer must sign off, and the General Manager must approve, extending a conditional offer of employment. Human Resources staff conducts reference and background checks on top candidates. The EEO Officer reviews all hiring recommendations prior to the extension of an offer of employment. Following a conditional offer of employment, all applicants are given a pre-employment physical, Department of Justice fingerprint check, and if required, a pre-employment drug test for safety sensitive positions. If problems arise the EEO Officer is involved in assessing the applicant's status. Following recruitment for a specific job opening,

Attachment A

eligible candidates who passed the interview phase, but were not hired, are placed on a certification list for one year.

On the first day of work, all applicants receive a day long new hire orientation. The new hire orientation covers employee payroll issues, employee benefits and retirement plans, a review of significant Santa Cruz METRO policies including the Personnel Policies and Procedures, EEO policies, Sexual Harassment Prevention, Diversity in the Workplace, Anti-discrimination, Drug and Alcohol Free Workplace, Violence in the Workplace, Internal Complaint Procedures, Illness and Injury Prevention, State of California Workers' Compensation, Unemployment, Paid Family Leave and Disability information, Family and Medical Leave information, and a copy of the relevant union contract. After the new hire orientation, a union representative meets with each new employee to review the union contract and related issues.

Probation

All new non-management employees must pass a probationary period of six months. Management employees must pass a year long probationary period. Performance evaluations are performed at the end of probationary period, and annually thereafter.

Transfers and Promotions

Current employees are eligible to apply for any open positions which may lead to transfer or promotion.

Position Descriptions

Human Resources reviews position descriptions periodically, and any changes must be reviewed by the EEO Officer, the relevant union representatives, be approved by the General Manager, and approved by the Board of Directors. Under the SEIU Union contract, employees, or the Union, may request periodical reviews of position descriptions. Any changes must be approved by the EEO Officer, General Manager, and Board of Directors. All newly created position descriptions must be approved by the EEO Officer, union representatives, the General Manager, and the Board of Directors.

Pay

Santa Cruz METRO's pay ranges for each position are publicly available on Santa Cruz METRO's website, in the printed Union Contracts, and are negotiated through the collective bargaining process. Individual employees are eligible for step increases after probation, and once per year until the top step of the pay range is reached. The union contracts also contain a provision for longevity pay based on length of service with Santa Cruz METRO.

The SEIU contract contains a provision allowing employees, and/or the union, to request periodic salary surveys, and/or reclassification studies. The surveys and studies are generally conducted by Human Resources staff. Results of the salary and reclassification studies are reviewed with the union, the EEO Officer, the General Manager, and any changes must be approved by the Board of Directors.

Discipline

Santa Cruz METRO follows a practice of counseling and progressive discipline. Specific discipline procedures are contained in each union contract, and more general procedures are contained in the Personnel Rules and Regulations (shown in Appendix I). Grievance and arbitration procedures are outlined in each union contract. Discipline decisions can be appealed to the General Manager, and to the Board of Directors. Discharge and termination procedures are contained in the Personnel Rules and Regulations, and are subject to union

Attachment A

grievance and arbitration procedures. Prior to taking action the Equal Employment Opportunity Officer reviews discipline, discharge and termination recommendations with the Department Manager, and the General Manager.

Seniority

Seniority is determined at the time of hire, and specific provisions regarding changes in seniority are contained in each respective union contract. Each contract contains provisions to determine how seniority may affect layoffs, and recall rights.

Training

Santa Cruz METRO provides training to all employees periodically on subjects such as Safe Driving, Drug and Alcohol Free Workplace, Discrimination and Harassment Prevention, Customer Service, and How To Have A Respectful Workplace. A new employee is given specific job training by their supervisor. Ongoing job training is provided by each department as needed. Employees may request, and if approved, may be reimbursed for job specific training and continuing education.

Benefits

Santa Cruz METRO provides a full array of employee benefits, including Health, Dental, Vision, Life and Accidental Death Insurance, Employee Assistance Program, Long Term Disability, Deferred Compensation Plans, Retirement, and Retiree Medical. Adding new benefits, changing or deleting benefits, are subject to collective bargaining, and must be approved by the Board of Directors. Terminated employees, and/or dependents are offered COBRA in order to maintain health, dental and vision benefits. Retired employees are permitted to stay on SANTA CRUZ METRO's Health, Dental, and Vision Insurance. Santa Cruz METRO provides Life Insurance to retirees until they reach age 65. Santa Cruz METRO provides Workers' Compensation Insurance as required by the State of California.

In addition to the benefits that Santa Cruz METRO provides, the State of California provides additional benefits through the Paid Family Leave Act, Unemployment Insurance and State Disability.

Attachment A

X. MONITORING AND REPORTING

Santa Cruz METRO compiles ongoing statistical information to monitor, evaluate and assess the EEO Program. For the time period of Jan. 1, 2009 – December 31, 2011, data was collected and evaluated for EEO purposes.

Recruitment statistics are shown in Section VI, page 10 of this document. Appointment statistics are shown on page 13, Separations and Terminations are shown on page 14, and Promotions are shown on page 15 of this document.

In addition, EEO progress is monitored by compiling the semi-annual EEO 4 report for the Equal Opportunity Commission. The EEO 4 report is reviewed by the EEO Officer prior to submission. Santa Cruz METRO prepared an EEO 4 report in 2009, and again in 2011.

Management personnel meet monthly and review staffing activity, including open recruitments, expected position openings, screening progress, number of applications being considered, hiring activities, promotions, and other related issues. The meeting also includes discussion of any staffing concerns and suggestions related to seeking out qualified applicants. All tracking and statistical gathering is done under the supervision of the EEO Officer through the Human Resources office. The EEO Officer meets regularly with Human Resources staff to review all recruitment and hiring activities. The EEO Officer is involved in all hiring, promotion, discipline, and termination activities.

Santa Cruz METRO has procedures for handling internal EEO related complaints. All internal complaints are investigated by the EEO Officer, Human Resources staff, Legal Department, or outside investigators. Santa Cruz METRO's EEO Officer and District Counsel are informed of any complaints filed, review investigation documents, and are involved in making recommendations to resolve complaints. EEO complaints filed by outside parties are handled by the Legal Department.

Santa Cruz METRO does not have any subcontractors who meet the threshold requirements for monitoring as stated in FTA Circular 4704.1. Santa Cruz METRO does include EEO language in all Requests for Proposals, and other contracting documents, as determined by the Legal Department.

Attachment A

APPENDIX A

DISCRIMINATION COMPLAINT PROCEDURE

All District employees have the right to file complaints of alleged discrimination. The procedure for filing discrimination complaints is as follows:

An employee, who feels that he or she has been discriminated against due to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, and sexual orientation, may file a complaint alleging discrimination. A complaint must be in writing, signed and filed as soon as possible after the alleged discrimination occurred but no later than one hundred calendar days. The complaint should be directed to the General Manager, Equal Employment Opportunity Officer, or Legal Counsel.

The General Manager, Equal Employment Opportunity Officer, and/or Legal Counsel will initiate an investigation within fifteen calendar days of receipt of the written complaint. Whenever possible, the District will attempt to resolve complaints on an informal basis. The formal investigation shall be completed within forty-five days. Within ten days of completion of the investigation, a decision will be rendered in writing and sent to the employee who filed the complaint. Upon request, the employee may discuss the decision with the General Manager and/or the Equal Employment Opportunity Officer.

Each Union contract may contain language regarding the filing of complaints, and grievances. Contracts may contain time periods relating to the filing of grievances, investigations, and final resolutions of grievances.

If an employee is not satisfied with the resolution of his or her complaint, she or he may file a written complaint with:

- The Federal Transit Administration, 201 Main Street, Suite 1650, San Francisco, CA 94105
- The Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Ave. SE, Washington, D.C., 20590
- The U.S. Equal Employment Opportunity Commission, 96 N. Third Street, San Jose, CA 95112
- The California Department of Fair Employment and Housing, San Jose District Office, 257 North First Street, Suite 480, San Jose, CA 95131

Attachment A

APPENDIX B

REASONABLE ACCOMMODATION PROCEDURE

The District utilizes this six-step procedure for determining reasonable accommodation for current employees who become disabled during District employment and for job applicants with disabilities.

The first step entails the employee or applicant's identification of his/her disability, as covered under the Americans with Disabilities Act, and request for reasonable accommodation.

The second step is a job analysis of the specific position to be filled. This provides a clear understanding of the essential functions of the job and the work environment.

The third step identifies functional characteristics of the applicant or employee. This is to learn the type and nature of disability and to fully understand the specific abilities and limitations of the individual.

The fourth step carefully compares the job analysis data with the characteristics of the disability of the employee or applicant. This information is used to identify and understand incompatibilities, which exist between the known limitations of the applicant or employee and the essential functions of the job, and/or work environment, which impede, or are likely to impede, satisfactory performance.

The fifth step develops a list of potential remedies to determine the most reasonable methods to resolve identified problems. Examples of remedies may include adaptive equipment, architectural modifications, communication aids, scheduling adjustments, and body mechanics. The proper remedy choice must be made on an individual basis. When considering possible alternatives, the District makes an effort to involve experts in the field and those individuals who will be affected, especially the disabled individual. Accommodations prescribed without involvement of the disabled individual are rarely as effective or appropriate as those, which are planned with such input.

The sixth and final step evaluates the success of the accommodation made after a period of employment.

Attachment A

APPENDIX C

POLICY REGARDING PERSONS WITH DISABILITIES

The District's Equal Employment Opportunity states that persons who are disabled shall not be discriminated against.

As part of the Equal Employment Opportunity Action Plan, the District shall actively recruit persons with a disability by notifying agencies and organizations, which serve the disabled community. The District shall maintain records on the number of persons with a disability that are employed.

The District shall consider a person with a disability qualified for a particular job when that person is capable of performing the essential duties of the job with or without reasonable accommodation for the person's disability. A claim that management has failed to provide a reasonable accommodation is a matter which may be handled in accordance with the discrimination complaint procedure.

Attachment A

APPENDIX D

LIFE THREATENING ILLNESS POLICY

POLICY STATEMENT

Santa Cruz Metropolitan Transit District (District) recognizes that an employee with a life-threatening illness including, but not limited to, cancer, heart disease, degenerative neurological disease, and acquired immune deficiency syndrome (AIDS), may wish to continue to engage in as many normal pursuits as the condition allows, including work. As long as an employee is able to meet acceptable performance standards and medical evidence indicates that the condition is not a threat to the employee or others, managers and supervisors should be sensitive to his/her condition, and ensure that the employee is treated consistently with other employees. At the same time, the District has an obligation to provide a safe work environment for all employees and customers. Every precaution should be taken to ensure that an employee's condition does not present a health and/or safety threat to other employees or customers.

Any employee with a life-threatening illness is covered by District benefits and policies relating to insurance, health and disability benefits, non-discrimination, and equal employment opportunity.

GUIDELINES

When dealing with situations involving employees with life-threatening illnesses, managers and supervisors should:

1. Remember that an employee's health condition is personal and confidential, and precautions (legally required) should be taken to protect information regarding any employee's health condition.
2. Be sensitive and responsive to co-workers' concerns and emphasize employee education available through the Human Resources Department.
3. Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong the employee's life.
4. If warranted, make reasonable accommodation for an employee with the life-threatening illness consistent with the business needs of the District.
5. Advise an employee who has reported a life-threatening illness that consultation on disability plans and other benefits to assist them in effectively managing their situation is available through the Human Resources Department.
6. Give no special consideration beyond normal transfer policies for employees who feel threatened by a co-worker's life-threatening illness.
7. Contact the Human Resources Department if you believe that you or your employees need information about terminal or contagious illnesses, or a specific life-threatening illness, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.

Attachment A

AVAILABLE RESOURCES

Consistent with our concern for employees with life-threatening illnesses, the District offers the following range of resources available through the employee's department and the Human Resources Department:

1. Management and employee education and information on terminal illness and specific life-threatening illnesses.
2. Referral to agencies and/or organizations, which offer supportive services for life-threatening illnesses.
3. Benefit consultation to assist employees in effectively managing health, leave of absence, and other benefits.

Attachment A

APPENDIX E

SEXUAL AND GENDER DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3005


Computer Title: sexharas.doc

Effective Date: May 24, 2004

Pages: 7

**TITLE: SEXUAL AND GENDER DISCRIMINATION,
HARASSMENT AND RETALIATION PREVENTION
POLICY**

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
05/24/04	Major Revisions to existing Sexual Harassment procedures and incorporation into Regulation format	L.W.
05/25/07	Updated addresses and included training component	L.W.
08/04/09	Update addresses on page 6, and wording change on pages 4 & 5	L.W.
02/10/11	Revise title, update Metro facility locations and address changes	
4/20/12	Revisions to include protected classes	

I. POLICY

- 1.01 The Santa Cruz Metropolitan Transit District (hereinafter METRO) is committed to creating and maintaining a workplace environment free of discrimination, harassment, and retaliation based on one's sex, gender identity and gender expression. Discrimination, harassment and retaliation based on one's sex, gender identity and gender expression are prohibited by federal and state law and will not be tolerated in METRO's workplace. Complaints of discrimination, harassment and retaliation because of one's sex, gender identity and/or gender expression will be properly investigated and if found to be true, appropriate disciplinary action, up to and including termination, will be taken.
- 1.02 All METRO employees, including managers, supervisors, and employees, are responsible for preventing discrimination, harassment and retaliation based on one's sex, gender identity and gender expression. Retaliation against an individual for the filing of a complaint of discrimination, harassment or retaliation, for the participation in the investigation into a complaint of discrimination/harassment/retaliation, for the

Attachment A

Policy and Regulation

Page 2 of 7

participation in any investigative hearing or disciplinary action or for assisting or supporting an individual who files a complaint or participates in an investigation is prohibited by law and constitutes a separate violation of METRO policy.

- 1.03 METRO will not tolerate, condone or trivialize discrimination, harassment or retaliation because of sex, gender identity or gender expression in any form.

II. APPLICABILITY

- 2.01 This policy and procedure is applicable to METRO employees, applicants, volunteers, contractors, vendors and other individuals.
- 2.02 If a METRO employee engages in any discriminatory and/or harassing conduct including acts of retaliation in violation of this policy he/she shall be subject to disciplinary action up to and including employment termination.
- 2.03 If the harasser is determined to be a non-METRO employee, METRO will take such action as appropriate, given METRO's control over the conduct of such non-employee.
- 2.04 Failure of a METRO employee to follow this policy and procedure shall subject such employee to disciplinary action up to and including employment termination.

III. DEFINITIONS

- 3.01 **Examples of Sexual Harassment:** verbal communications, such as asking for a date, telling sexual jokes, bragging about sexual exploits, making comments regarding appearance or anatomy, or using terms with double meanings (one of which is sexual). However, nonverbal actions also can constitute unlawful harassment, such as touching ones-self or another (particularly in sexually sensitive places), suggestive eye contact, or posting or circulating sexually oriented posters, cartoons, or pictures.
- 3.02 **Gender:** means sex, and includes a person's gender identity and gender expression.
- 3.03 **Gender Expression:** means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- 3.04 **Gender Harassment:** Conduct, whether blatant or subtle, that discriminates against a person solely because of that person's sex or gender identification or sexual orientation. See definition of "Sex".
- 3.05 **Gender Identity:** refers to an individual's sense of being male or female. Gender identity is generally determined in the early years of an individual's life and, if different from the individual's physical gender, may result in increasing psychological and emotional discomfort and pain. The way an individual expresses his or her gender identity is frequently called "gender expression," and may or may not conform to social stereotypes associated with a particular gender.

Attachment A

Policy and Regulation

Page 3 of 7

- 3.06 **Harassment because of sex:** includes but is not limited to verbal harassment, physical harassment and visual forms of harassment. Harassment because of sex includes sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. See also Sexual Harassment and Gender Harassment.
- 3.07 **Hostile Work Environment Harassment:** A hostile work environment exists where supervisors, co-employees, and/or others create an atmosphere so infused with unwelcome sexually oriented conduct that an individual's reasonable comfort or ability to perform his/her job is affected.
- 3.08 **Motivation for sexual harassment:** either sexual desire or general hostility to the plaintiff's gender.
- 3.09 **Quid pro quo harassment** occurs when a supervisor conditions the granting of an economic benefit upon the receipt of sexual favors from a subordinate or punishes the subordinate for refusing to submit to his/her request. In a hostile work environment the employee may be either a) personally subjected to offensive remarks and inappropriate visual displays or touching, or b) he/she may personally witness the harassing conduct toward other employees even if he/she is not personally subjected to the harassment.
- 3.10 **Physical harassment:** includes assault, battery, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on the basis of gender or sex.
- 3.11 **Sex:** includes but is not limited to pregnancy, childbirth or medical conditions related to pregnancy or childbirth. "Sex" also includes but is not limited to an employee's gender which means the employee's actual sex or the perception of the employee's sex, and includes the perception of the employee's identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with the employee's sex at birth.
- 3.12 **Sexual Harassment:** Sexual harassment is discrimination and violates the Federal Civil Rights Act of 1964, the California Fair Employment and Housing Act, and this policy. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature if: a) submission is a condition of employment, or b) submission affects employment decisions, or c) the purpose or effect is to unreasonably interfere with the employee's work performance or d) it creates an intimidating, hostile, or offensive environment. This definition includes many forms of offensive behavior.

Sexually harassing conduct can be physical, verbal, visual or written, and can occur between people of the same or opposite sex. Sexual harassment can occur between peers, supervisors to subordinate, subordinate to supervisor, within or across departments. The two basic elements of sexual harassment are: 1) the behavior is unwelcome; and 2) it is sexual in nature, as perceived by the recipient or it is behavior that ridicules, denigrates or harasses a person because of his or her gender.

Attachment A

Policy and Regulation

Page 4 of 7

Types of sexual harassment include "quid pro quo" sexual harassment and hostile environment sexual harassment.

- 3.13 **Sexual Orientation:** means heterosexuality, homosexuality, and bisexuality.
- 3.14 **Same-sex harassment:** Harassment from one individual to another both of the same gender
- 3.15 **Retaliation:** Any adverse action taken against an employee because of his/her participation in the complaint or investigation or hearing relating to this policy or the provision of federal or state law.
- 3.16 **Verbal Harassment:** includes epithet, derogatory comments or slurs on the basis of gender or sex.

IV. STANDARDS

- 4.01 Harassment because of sex including sexual and gender harassment of any kind is prohibited by every METRO employee in the workplace, in a METRO facility, vehicle, while in METRO service or while in uniform.
- 4.02 Retaliation of any kind in violation of this policy by any METRO employee is prohibited.
- 4.03 Retaliating against the complainant, the accused, or any other employee assisting the complainant or participating in a sexual harassment investigation is prohibited.
- 4.04 Employees have the right to raise the issue of sex discrimination including sexual and/or gender harassment at any time without fear of reprisal or retaliation.
- 4.05 An employee who feels that he or she has been sexually harassed or who has witnessed others being harassed should immediately bring the matter to the attention of their supervisor or manager either orally or in writing and may file a complaint as set forth in Section VII, of this Policy.
- 4.06 Supervisors and Managers shall report to their department manager, the Human Resources Manager or the General Manager if he/she becomes aware of harassment because of sex, or sexual or gender harassment in violation of this policy.
- 4.07 The Human Resources Manager shall provide copies of this policy to each employee and extra copies will be available in the following offices:
 - a) Human Resources Manager, 110 Vernon Street, Santa Cruz, California, 95060;
 - b) Manager of Operations, 1200 River Street, Santa Cruz, California, 95060;
 - c) Paratransit Administrator, ParaCruz, 2880 Research Park Drive, Suite 160, Santa Cruz, California 95062; and
 - d) Fleet Maintenance Facility; 138 Golf Club Drive, Santa Cruz, CA 95060.

Attachment A

Policy and Regulation

Page 5 of 7

V. HARASSMENT-FREE ENVIRONMENT

5.01 To maintain an environment free from sexual and gender harassment is critical to the operation of METRO. To provide this environment, the following actions shall be required:

- a) Managers and Supervisors shall inform all employees that harassment because of sex including sexual and gender harassment is prohibited;
- b) This Sexual and Gender Discrimination and Harassment Prevention Policy shall be emphasized by the General Manager and explained by District Counsel to the Managers of each department;
- c) Those who have concerns, or feel victimized by sexual or gender harassment shall be referred to the Human Resources Manager if he/she is not the subject of the complaint. If he/she is the subject of the complaint then the referral shall be made to District Counsel; and
- d) Anti-sexual and gender harassment posters shall be displayed at each worksite and the Department of Fair Employment and Housing pamphlets regarding this issue shall be distributed to each employee at least annually.

VI. ADMINISTRATION OF REGULATION

6.01 The Human Resources Manager or his/her designee is responsible for the following:

- a) Ensuring that this policy, its definitions of harassment and the complaint procedures are disseminated to all employees on a regular basis;
- b) Ensuring that this policy, its definitions of harassment are made known to contractors, vendors and customers who come in contact with METRO employees or work on METRO premises;
- c) Providing guidance, training and assistance to department managers, supervisors, and employees on preventing and stopping harassment within their areas of responsibility;
- d) Investigating, resolving and making findings and recommendations on complaints filed with federal and/or state agencies;
- e) Informing employees of their rights and responsibilities under this policy;
- f) Investigating and resolving complaints involving departmental personnel in accordance with the complaint procedures set forth herein;
- g) Investigating and resolving complaints involving contractors or others.

Attachment A

Policy and Regulation
Page 6 of 7

VII. COMPLAINT PROCEDURE

- 7.01 An employee who believes he/she has been harassed because of sex, sexually harassed, harassed because of his/her gender, gender identity, or gender expression, witnessed another being harassed or retaliated against because of the filing of a complaint, or the participation in an investigation or hearing is encouraged to file a complaint in writing or orally to any of the following individuals: immediate Supervisor, Department Manager, Human Resources Manager or the General Manager.
- 7.02 The Supervisor or Manager who receives a harassment complaint shall:
- a) Notify the Human Resources Manager immediately unless he/she is the subject of the complaint;
 - b) If the Human Resources Manager is the subject of the complaint then the supervisor or manager shall refer the individual to District Counsel who shall take appropriate steps to follow the guidelines set forth in Section 7.03.
- 7.03 The Human Resources Manager or his/her designee, once notified of a complaint shall take the following actions as soon as possible:
- a) Meet with the complainant and inform the complainant of his/her rights and any obligations to secure those rights;
 - b) Fully and effectively investigate the complaint. The investigation shall be immediate, thorough, objective and complete. All persons with information regarding the matter shall be interviewed. A determination shall be made and the results communicated to the complainant, to the alleged harasser, and as appropriate, to all others directly concerned.
 - c) If the complaint is proven to be true, take prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent any further harassment by the accused and anyone else. Third, appropriate action must be taken to remedy the complainant's loss, if any.
- 7.04 Employees who believe that they have been harassed because of their sex, sexually harassed or harassed because of their gender, gender identity, or gender expression may file a written complaint of discrimination with the following federal and/or state agencies:
- a) Federal Transit Administration, 201 Mission Street, Suite 1650, San Francisco, CA 94105-1839, (415) 744-3133;
 - b) The Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Avenue SE. Washington, D.C. 20590, (202) 366-4000;
 - c) U.S. Equal Employment Opportunity Commission, 96 N. Third Street, Suite 250, San Jose, CA 95112, 1-800-669-4000; TTY 1-800-669-6820; and Fax: (408) 291-4539 (Complaint generally required to be filed within 180 days of the incident); and

Attachment A

Policy and Regulation

Page 7 of 7

- d) California Department of Fair Employment and Housing, San Jose District Office,
2570 North First Street, Suite 480, San Jose, CA 95131, (408) 325-0344.

The Department of Fair Employment and Housing does not accept complaints filed for investigation by mail. To file a complaint please call one of the toll free numbers below. Complaint generally required to be filed within one year of the incident.

1. Employment/Public Accommodations:

1-800-884-1684

2. Hate Violence:

1-800-884-1684

3. TTY:

1-800-700-2320 (Within California)

VIII. TRAINING

- 8.01 District Counsel or his/her designee shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment as required by California law and regulations to all METRO's supervising employees every two years.
- 8.02 All new supervisory employees shall within six months of their assumption of a supervisory position receive the training set forth in Section 8.01
- 8.03 METRO designates the odd years commencing with 2007 as training years for purposes of the training described in Section 8.01.
- 8.04 All METRO employees are provided with sexual harassment prevention training at the time of the new hire orientation, at the beginning of his/her employment with METRO and approximately every three years thereafter.

Attachment A

APPENDIX F

RACE/ETHNIC IDENTIFICATION

The information included below conforms to the 2000 census descriptions of race. SANTA CRUZ METRO will be converting to new categories in the future as required by the U.S. Department of Labor.

The concept of race as used by the Equal Employment Opportunity Commission does not denote scientific definitions of anthropological origins. For the purposes of EEO data collection, race is determined by the group an individual identifies with, or is regarded in the community as belonging to a group. However, no persons should be counted in more than one race/ethnic category.

AMERICAN INDIAN/ALASKAN NATIVE: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

BLACK (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Attachment A

APPENDIX G DESCRIPTION OF EEOC JOB CATEGORIES

Officials and Managers: Occupations requiring administrative and managerial personnel, who set broad policies, exercise overall responsibility for execution of these policies and direct individual departments or special phases of a firm's operation.

Include only those company officers and managers who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.

Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill, which can be obtained through 2 years of post high school education, such as, is offered in many technical institutes and junior colleges or through on-the-job training.

Sales: Occupations engaged wholly or primarily in direct selling.

Administrative Support Workers: Administrative support occupations, including all clerical-type work regardless of level or difficulty, where the activities are predominately non-manual though some manual work not directly involved with altering or transporting the products is included.

Craft Workers (Skilled): Manual workers of relatively high level (precision production and repair) having a thorough and comprehensive knowledge of the process involved in their work. Exercise considerable independent judgment and usually received and extensive period of training.

Exclude learners and helpers of craft workers.

Operative (Semi-skilled): Workers who operate transportation or materials moving equipment, or who operate machine or processing equipment, or who perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Includes apprentices in such fields as auto mechanics, plumbing, bricklaying, carpentry, building trades, metalworking trades and printing trades.

Laborers (Unskilled): Handlers, equipment cleaners, helpers and other workers in manual occupations which generally require no special training and who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Farm workers (laborers) are placed here, as well as farming, forestry and fishing occupations not elsewhere covered.

Service Workers: Workers in both protective and non-protective service occupations.

Includes non-protective workers in professional and personal service, amusement and recreation, food service, maintenance and unarmed sentinel occupations. Also includes protective workers in police detection, fire-fighting and fire protection, armed guard and security occupations.

Attachment A

APPENDIX H

DEFINITIONS

EQUAL EMPLOYMENT OPPORTUNITY OFFICER: The Human Resources Manager whose responsibilities are to develop, implement, and evaluate Santa Cruz METRO's affirmative action program.

EQUAL EMPLOYMENT OPPORTUNITY PLAN: A written plan outlining the course of action to be taken to eliminate and remedy past discrimination or underutilization of minorities and women.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA): ADEA promotes the employment of the older worker based on ability rather than age, and prohibits arbitrary age discrimination in employment.

AMERICANS WITH DISABILITIES ACT (ADA): ADA, passed July 26, 1990, provides comprehensive civil rights protections that are similar in scope to those provided by Title VII of the Civil Rights Act to individuals with disabilities. The purpose of the ADA is to ensure equal opportunity for the disabled in employment, public accommodations, public services and telecommunications. ADA also requires employers to make reasonable accommodations to individuals with known disabilities.

APPLICANT DATA: Statistical data which reflects the numerical results of employment actions such as application testing and hiring. This data is used to monitor employment actions to determine if they are in accordance with the intent and purpose of affirmative action.

APPOINTING AUTHORITY: This term applies to the General Manager of Santa Cruz METRO and departmental managers responsible for a particular hiring decision.

BONA FIDE OCCUPATION QUALIFICATION (BFOQ): A defense provided for in Title VII which an employer can raise to justify an employment practice which would otherwise be unlawful because of its discriminatory impact.

CIVIL RIGHTS ACT OF 1964, AS AMENDED: Title VII part of the Act states that: "It shall be unlawful employment practice for an employer:

1. To fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to her/his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or
2. To limit, segregate, or classify employees or applicants for employment in any way which would deprive any individual of employment opportunities or otherwise adversely affect her/his status as an employee, because of such individual's race, color, religion, sex, or national origin."

Attachment A

CIVIL RIGHTS ACT OF 1991: This Act made several significant changes in federal civil rights law. For example, the Act: requires the employer to demonstrate that facially neutral employment practices having a disparate impact against minorities are job related for the position in question and consistent with business necessity; specifies that all forms of racial bias in employment are covered; prohibits challenges to consent decrees by individuals who had reasonable opportunity to object to the decree or whose interests were adequately represented by another party; stipulates that any intentional discrimination is unlawful, even if the same action would have resulted without the discriminatory motive; and extends the coverage to U.S. citizens employed by American companies abroad.

COMPLAINANT: A person who brings a complaint or charge alleging unlawful employment discrimination.

DISCRIMINATION: Employers may not refuse to hire, discharge, or otherwise show partiality or prejudice in compensation or in any other term, condition, or privilege of employment, against an individual based on an individual's protected class status.

DISPARATE TREATMENT: A term used to describe a situation where a person of one race, sex, or ethnic group receives different treatment from that afforded other persons of another race, sex, or ethnic group in similar situations or circumstances.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC): EEOC is an independent agency empowered to prohibit all kinds of employment discrimination based on the categories protected by the Civil Rights Act. Also, the federal government requires EEO forms in which the employer must provide statistics on the number of employees by sex, race and protected ethnic classification in specific job categories.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) CATEGORIES: Job categories defined by the EEOC for reporting purposes (see Appendix E).

EQUAL EMPLOYMENT OPPORTUNITY: A term which describes a work environment that is free of unlawful employment discrimination; all persons are treated fairly and equally in accordance with applicable Federal and State law.

INDIVIDUAL WITH A DISABILITY (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990). A person who has:

- a. a physical or mental impairment which substantially limits one or more major life activities;
- b. a record of such an impairment; or
- c. is regarded as having such impairment.

PARITY: Parity exists when the percentage of females and minorities in the various job categories of the employer's workforce are in the same proportion that is found in the available workforce as provided by the current census data. Availability in the Santa Cruz County workforce means the percent or number of individuals within a protected class, as defined by the EEOC, available to work in a particular EEOC job category.

Attachment A

PROTECTED CLASS: Legally identified group that is specifically protected by statute against employment discrimination. Unlike "affected class" which must be demonstrated, protected class status is automatically conferred upon recognized group members by virtue of the law or other court decisions interpreting the law.

REASONABLE ACCOMMODATION: The changing of work environments, schedules, or requirements to adapt to the known physical or mental limitations of a qualified handicapped/disabled applicant or employee.

RELEVANT WORKFORCE: The percentage of minorities and females in Santa Cruz County, as determined by the U.S. census data, available to work in a particular EEOC job category. This includes individuals who: (a) are at least 16 years old, (b) worked at any time during the reference week for the census data, (c) didn't work during the reference week but had jobs or businesses from which they were temporarily absent, (d) were on lay off, and (d) didn't work during the reference week but were looking for work during the last four weeks and were available for work during the reference week.

REMEDIAL ACTION: Any action that is taken by an employer to remedy the effects of past employment practices which may have excluded the appointment and promotion of ethnic minorities and women at various levels of the workforce.

SELECTION PROCESS: The process used to recruit, test, and appoint applicants for employment or to promote employees.

UNDERUTILIZATION: A term used to describe the numerical differences between the employer's workforce and the relevant workforce. If the employer's number is smaller than the relevant workforce, this indicates that the employer's workforce is below parity.

UNLAWFUL EMPLOYMENT DISCRIMINATION: Discrimination which is constitutionally or statutorily forbidden. Unlawful employment discrimination exists when there is causal connection between the issue (i.e., hiring, promotion, termination, etc.) and the basis (i.e., charging party's race, color, religion, sex, national origin, disability, etc.) of the complaint.

UTILIZATION ANALYSIS: The process of comparing the composition of the employer's workforce to the composition of the selected relevant workforce by sex and ethnic/racial categories. The numerical difference between the actual workforce and the relevant workforce indicates whether a particular group of employees, identified by sex and ethnic minority groups is underutilized in the employer's workforce. The difference between the employer's workforce and the relevant workforce is the factor used in setting appointment goals.

VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1974: 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era.

WORKFORCE ANALYSIS: A statistical analysis of the numbers and percentages of employees by race, sex, and ethnic/racial grouping for each job class category.

Attachment A

APPENDIX I

BEFORE THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. 87-7-9

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REVISING PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, it is beneficial to the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, herein after referred to as the "DISTRICT," to maintain a personnel system to facilitate efficient and economical service to the public and to provide for a fair and equitable system of personnel management; and

WHEREAS, in 1976, the DISTRICT Board adopted Resolution, 76-1-2, establishing a Personnel System; and

WHEREAS, Resolution 76-1-2 was amended on 9-19-80 and 7-15-83, and whereas it is necessary to adopt a Resolution revising the personnel system and implementing rules and regulations to insure just and similar treatment for those who compete for original employment and promotion, and to define rights, obligations, privileges, benefits and prohibitions relating to employees in the service of the DISTRICT.

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Rules and Regulations set forth in this resolution supersede Resolution 76-1-2 and amended versions thereof and are hereby adopted by the DISTRICT Board of Directors.

SECTION 1: DEFINITIONS

For the purpose of these Rules and Regulations, certain words and phrases shall be construed as herein set forth:

- 1. APPLICANT** - A person who has made application for a vacancy in the Classified Personnel List or for examination for anticipated vacancy.
- 2. APPOINTING AUTHORITY** - The group or person having the lawful power to make appointments and to remove persons from District positions.
- 3. CHARGEABLE ACCIDENT** - An accident which is determined by the District to be the fault of the employee.
- 4. CLASSIFIED POSITIONS** - Those positions established and classified by the DISTRICT Board of Directors.
- 5. DEMOTION** - A personnel action taken by the appointing authority to assign an employee to another classification with a lower salary range than the position to which the employee was previously assigned.

Attachment A

6. DISCIPLINARY ACTION - An action pursuant to Section 29 of these Personnel Rules and Regulations taken by the appointing authority or his/her delegated representative to reprimand in writing, suspend, demote or terminate an employee for any disciplinary cause pursuant to Section 30 of these Personnel Rules and Regulations.

7. DISCIPLINARY CAUSE - Any ground for disciplinary action set forth in Section 30 of these Personnel Rules and Regulations.

8. DISCIPLINARY DEMOTION - A disciplinary action demoting an employee for disciplinary cause. All other demotions shall be non-disciplinary and so noted in the employee's Personnel File.

9. DISTRICT - The Santa Cruz Santa Cruz METROpolitan Transit DISTRICT.

10. ELIGIBILITY LIST - A list of applicants for a vacant position or anticipated vacant position who meet the requirements set forth in a position specification, have passed all required examinations, and have been certified by the appointing authority as qualified to be appointed to the position.

11. EMPLOYEE - A person filling a classified or unclassified, position with the DISTRICT.

12. EMPLOYEE WORK STATION - The District facility to which an employee regularly reports for work assignments.

13. EVALUATION - A compulsory, periodic performance review for each employee assigned to a classified position. An evaluation is intended to be a summary of the performance of the employee and to reflect the ongoing communication between the rating supervisor and the employee.

14. EXEMPT EMPLOYEE - An employee who is exempt from overtime and other benefits specified under provisions established by the Fair Labor Standards Act.

15. INTERMITTENT APPOINTMENT - A recurring appointment for a specified period of time to a classified or unclassified position. Said appointments shall be made from an Intermittent Employment Eligibility list.

16. LAYOFF - A reduction of the work force of the DISTRICT.

17. NARCOTICS - Narcotics shall include all drugs specified as narcotics in the California Uniform Controlled Substances Act, all drugs in the pharmacological classification of narcotics and all designer drugs or other substances determined to be illegal by California State law.

18. NON-EXEMPT EMPLOYEES - An employee who is entitled to overtime and other benefits specified under provisions established by the Fair Labor Standards Act.

19. POSITION SPECIFICATION - A job description for classified positions which includes examples of duties, qualifications, knowledge and abilities for said position.

20. PROBATIONARY STATUS - A status on which an employee is placed for a specified period of time immediately after appointment to a particular classified position. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's performance.

Attachment A

- 21. PROMOTION** - A personnel action taken by the appointing authority to assign an employee to another classification with a higher salary range than the one previously occupied by the employee. Promotion may occur as a result of an open recruitment or a closed promotional recruitment.
- 22. PROPERTY** - Any equipment, vehicles, tools, supplies, materials, real estate, facilities, or other tangible or intangible thing, owned, leased or possessed by the DISTRICT.
- 23. PROVISIONAL APPOINTMENT** - An appointment made to a classified position for a specified period of time longer than six months and less than two years.
- 24. RECLASSIFICATION** - A determination by the District that there has been a change of duties, responsibilities, authority and/or employment requirements in a position classification in accordance with Section 6 of these Personnel Rules and Regulations.
- 25. RECRUITMENT** - A personnel action taken by the appointing authority to obtain applicants for vacant classified positions.
- A. Open Recruitment - Those job opportunities available to employees and the public.
- B. Closed Promotional Recruitment - Those job opportunities available to present employees occupying classifications in the District as designated by the appointing authority.
- 26. REGULAR EMPLOYEE** - An employee who has satisfactorily completed his/her probationary period in the classified position that he/she is occupying.
- 27. REINSTATEMENT** - The rehiring of an employee who was previously laid off because of the abolition of a position or work force reduction, into the position he/she held prior to layoff.
- 28. REPRIMAND** - A written notice issued for any minor disciplinary cause.
- 29. RESIGNATION** - The notification to the DISTRICT by an employee that he/she shall cease his/her employment with the DISTRICT.
- 30. SEPARATION** - The non-disciplinary departure of an employee from DISTRICT service.
- 31. SPECIAL EVALUATION STATUS** - Placement of an employee on a monthly evaluation schedule.
- 32. SUPERVISOR** - An employee who has supervisory duties listed in his/her job description and who is authorized by the appointing authority to direct and evaluate the work performance of one or more employees assigned to be supervised by him/her.
- 33. SUSPENSION** - A disciplinary action in which an employee is placed on a status wherein an employee is precluded from performing work activities for a specified period of time.
- 34. TEMPORARY APPOINTMENT** - Any appointment for a special or temporary purpose not to exceed six months. Temporary appointments may be made to classified positions, or unclassified positions.
- 35. TERMINATION** - The involuntary discharge of an employee from DISTRICT service for cause set forth in Section 30 of these Personnel Rules and Regulations or for failure to complete satisfactorily the probationary period.

Attachment A

36. TRANSFER - An action taken by the appointing authority to reassign an employee from one position to another position having substantially similar duties, responsibilities, qualifications and substantially the same salary range.

37. UNCLASSIFIED POSITION - A job position not existing in the DISTRICT'S established Classified Personnel List.

38. WORK STANDARDS - Written job performance requirements specified in an employee's job specification and in DISTRICT and/or Department rules, regulations and procedures, and/or in written instructions to the employee.

SECTION 2: AMENDMENTS

These Rules and Regulations may be amended by a majority vote of the DISTRICT Board of Directors at any regular or special meeting of said Board.

SECTION 3: APPOINTING AUTHORITY

The appointing authority shall be defined as follows: for the position of General Manager, the appointing authority shall be the DISTRICT Board of Directors. For all other positions the appointing authority shall be the General Manager of the DISTRICT or his/her designee as specified in writing by the General Manager.

SECTION 4: PERSONNEL COVERED

These Rules and Regulations shall be applicable to all employees of the DISTRICT. Employees shall be defined as all persons assigned to positions listed in the Classified Personnel List or occupying an unclassified position. The only limitation of the application of this section is outlined in Section 5.

SECTION 5: PERSONNEL RULES AND REGULATIONS APPLICABILITY

These Personnel Rules and Regulations are valid, in full force and govern the Personnel matters of the District. A conflict between a particular provision of these Personnel Rules and Regulations and any existing collective bargaining agreement shall not affect any other provision of these rules and regulations. Where a specific provision of these rules and regulations is in conflict with a provision of a collective bargaining agreement, the provision of the collective bargaining agreement shall prevail if so specified in the collective bargaining agreement.

SECTION 6: CLASSIFIED POSITIONS

The DISTRICT Board of Directors shall establish all employee classified positions. The General Manager shall make periodic studies of classifications, job specifications and/or compensation of all positions and shall submit for approval to the Board of Directors any changes which he/she deems desirable to better classify or describe positions. Changes shall be called reclassification.

SECTION 7: ALLOCATION OF POSITIONS AND SALARY

The DISTRICT Board of Directors shall establish the necessary position title and the salary range for each position contained within the Classified Personnel List.

Attachment A

SECTION 8: CLASSIFIED PERSONNEL LIST

A record to be known as the Classified Personnel List of the DISTRICT shall be kept in the office of the General Manager, and shall contain the name of every person employed in a classified position and receiving compensation from the DISTRICT. This list shall show respectively every officer or employee, the title of the position held, the salary or compensation as fixed by the Board of Directors, the date of appointment to such office or employment and the term thereof, if any, and the positions filled, suspensions, layoffs, transfers, promotions, demotions, reclassifications, separations, terminations and any classification actions.

SECTION 9: POSITION SPECIFICATIONS

A job specification for each position in the Classified Personnel List shall be prepared by the General Manager and adopted by the DISTRICT Board of Directors. Said specification shall include examples of duties, all qualifications, knowledge and abilities required for said position. The General Manager shall maintain a list which specifies all examinations, if any, (and including any medical examinations) which must be successfully completed as part of the selection process for the position.

SECTION 10: SALARY PLAN

The General Manager shall maintain a salary plan for all employees. Said salary plan shall be set for each specified group to which the employee belongs consistent with each compensation plan or collective bargaining agreement. The first step shall be the entry level salary except that unusually qualified individuals may be entered on Step 2 or higher upon written authorization from the General Manager. Employees shall advance to Step 2 upon satisfactory completion of the probationary period. In the event that an employee is entered at Step 2 or higher, said employee shall advance to the next highest step after satisfactory completion of the probationary period. Thereafter, employees shall be evaluated for advancement to the remaining steps upon satisfactory completion of 52 weeks of service on the previous step. Step increases shall be consistent with Section 27 of these Personnel Rules and Regulations.

SECTION 11: OVERTIME AND COMPENSATORY TIME OFF

Non-exempt employees are entitled to overtime for authorized work in excess of 40 hours worked per week. Said overtime shall be compensated as additional salary based on 1 1/2 times the employee's regular hourly rate at which he/she is employed.

SECTION 12: NOTICE OF VACANCIES

All vacancies shall be publicly advertised by posting and also may be advertised by publication at the discretion of the District. If said advertising is done by posting, then the posting of the advertisement on the official bulletin boards of the DISTRICT shall be for not less than ten calendar days. If said advertising is done by publication, then the insertion of the same, one time in a newspaper of general circulation in the DISTRICT shall be sufficient. Said notice shall contain the job duties, qualifications and range of compensation for the position.

SECTION 13: APPLICATION FOR VACANCIES

Application forms for vacancies and anticipated vacancies shall be kept in the office of the General Manager, the Personnel Department and employee workstations. Application forms shall be readily available to all employees and interested members of the public.

Attachment A

SECTION 14: NOTICE OF ELIGIBILITY LIST EXAMINATIONS

Where deemed necessary, the General Manager may accept applications and set examinations for anticipated vacancies. Said examinations shall be noticed in the same manner as for vacancies described in Section 12.

SECTION 15: CERTIFICATION OF ELIGIBLE APPLICANTS

The General Manager, or his/her designee, shall review all applications for vacancies or anticipated vacancies in the Classified Personnel List and shall certify as eligible, all applicants who meet the requirements set forth in the position specification for the position and who have passed all required examinations. Proof that an applicant has committed any act involving dishonesty, fraud or deceit with the intent to substantially benefit him/herself or another, or substantially injure another shall be sufficient cause for the General Manager to exclude the applicant from examination or employment. Fraudulent conduct or false statements by an applicant or examination shall be deemed cause for disqualification. The DISTRICT shall make reasonable accommodation for handicapped individuals as appropriate for the position. An applicant may be excluded for physical disability or incapacity only if the DISTRICT cannot make reasonable accommodation to provide an adequate working environment for said applicant. Eligible applicants shall be placed on a Certified Eligibility List. Said list of eligible applicants shall be submitted to the appointing authority for final selection and appointment. Said Eligibility List shall be valid for six months following the date of examination. However, the General Manager may extend the period of time that the list is valid for up to six additional months when more than two names remain on the list at the time the list is due to expire. Appointments to vacancies in the Classified Personnel List shall be made from the Certified Eligibility List if one exists for the vacant position, except when the Certified Eligibility List shall consist of less than two names. In such case, the vacancy shall be noticed and a new list prepared.

SECTION 16: APPOINTMENT PROCEDURES

All vacancies in positions in the Classified Personnel List shall be filled by reinstatement, selection from a Certified Eligibility List, transfer, promotion, demotion or from eligible applicants. The DISTRICT shall hire the applicant who best meets the needs of the DISTRICT. The DISTRICT, to the extent practicable, shall encourage current employees to apply for all vacancies in the DISTRICT.

SECTION 17: APPOINTMENT

After interview and investigation by the appointing authority, or selection committee chosen by the appointing authority, the appointing authority shall make appointments from among the list of eligible applicants. Examinations, if required, shall be performed prior to review by the appointing authority. The General Manager or his/her designee shall notify the applicant of his/her appointment. If the applicant accepts the appointment and reports for duty at the prescribed time, he/she shall be deemed to be appointed; otherwise, he/she shall be deemed to have declined the appointment.

SECTION 18: ANNIVERSARY DATE

The date of an employee's first reporting for duty with the DISTRICT shall be the anniversary date and shall be used as the beginning date for the computation of benefits and DISTRICT seniority. The appointing authority may adjust an employee's anniversary date to avoid inequities.

Attachment A

SECTION 19: EMERGENCY APPOINTMENTS

To meet the immediate requirements of any emergency conditions such as natural disaster which threatens human life or property, or labor disputes which threaten the continuation of transit service by the DISTRICT, the General Manager may employ such persons as may be needed for the duration of the emergency without regard to adopted Personnel Rules and Regulations, or other rules affecting appointments. All such appointments must be reported to the DISTRICT Board of Directors as soon as possible and shall be limited to a thirty day prior from the start of said emergency or until the next DISTRICT Board meeting (whichever occurs first) unless otherwise approved by the DISTRICT Board of Directors.

SECTION 20: TEMPORARY APPOINTMENTS

The appointing authority may authorize temporary appointments for a special or temporary purpose. Temporary appointments to classified positions shall receive the benefits denied in the collective bargaining agreement which applies to the position. Temporary appointments to unclassified positions shall not receive benefits except for those required by Federal, State and local laws.

SECTION 21: INTERMITTENT APPOINTMENTS

The appointing authority may authorize intermittent appointments. Said appointee shall maintain his/her status on an Intermittent Employment Eligibility List and be appointed from time to time on a temporary basis to fill a position. Intermittent appointments shall be consistent with Section 20 of these Personnel Rules and Regulations. The term of employment shall be specified at the time of appointment.

SECTION 22: PROVISIONAL APPOINTMENTS

Provisional appointments shall be made whenever programmatic requirements for the position dictate that the position be filled other than by a temporary appointment for a defined term longer than six months but not to exceed two years. The term of employment shall be specified at the time of appointment.

SECTION 23: TRANSFERS

The appointing authority may at any time transfer any employee under his/her jurisdiction from one position to another in the same classification or in another classification having substantially similar duties, responsibilities and qualifications, and substantially the same salary range.

SECTION 24: LAYOFFS

The Board of Directors shall have the right to reduce the work force and layoff employees due to lack of work.

SECTION 25: PROMOTIONS

Whenever a classified personnel vacancy exists, unless such vacancy is filled by competitive application, reinstatement or transfer, it shall be filled by closed promotional recruitment. If filled by closed promotional recruitments, vacancies shall be filled by any employee holding a position with a lower salary range meeting the job qualifications and serving in a position designated by the appointing authority as appropriate for promotional purposes. Closed promotion shall be based on performance, effectiveness, conduct, seniority, needs of the department (including Affirmative Action Goals) and ability to perform properly the work of the higher position as determined through examination of employee's credentials, qualifications, and performance evaluations. Vacancies eligible to be filled by closed promotion shall be posted at all District offices, including the employee's normal workstation.

Attachment A

SECTION 26: PROBATIONARY PERIOD

All employees shall work in probationary status for 26 weeks following their anniversary date or until such other date as specified in the compensation plan or the executed collective bargaining agreement which applies to the position. During said period, employees may be terminated without notice or cause. Probationary employees shall otherwise accrue all other benefits specified in these Rules and Regulations for regular employees of the District. The probationary period may be extended in an amount of time equal to periods of absence, provided written notification has been given to the employee. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work and for rejecting any probationary employee whose performance does not meet the required work standards of the position.

SECTION 27: EVALUATIONS

Evaluations shall be completed as specified below. Standardized rating forms shall be designed for all classifications in order to accurately measure the job performance of employees. The evaluation system shall be reviewed periodically by the Board of Directors or a designated subcommittee thereof. Evaluations shall be recorded only on DISTRICT standardized rating forms by the supervisor of the employee. The purpose of the evaluation shall be to measure the quality and quantity of work performed, the conduct and work habits of the employee, and other factors having a bearing on his/her work performance, and shall establish performance goals and objectives for the next rating period. The performance evaluation of all employees shall be completed in accordance with this section. The evaluation shall be part of the ongoing communication between the rater and the employee. Evaluations shall be consistent with all the provisions of this section and shall be conducted as follows:

1. Probationary Period: Employees shall be evaluated just prior to the mid point and near the end of their probationary period.
2. Annual Evaluation: All regular, non-probationary employees shall be evaluated at least annually prior to their anniversary date.
3. Special Evaluation: An employee may be placed on special evaluation status at any time when performance problems exist. Regular employees receiving an annual performance evaluation with an overall rating of unsatisfactory, or otherwise determined not to meet the standards of the job, shall be placed on a special monthly evaluation schedule for a specified period of time. Once the employee attains an overall performance rating of satisfactory, he/she shall be removed from special evaluation status. The maximum time period that an employee can remain on special evaluation status is six consecutive months. Employees who are unsuccessful in attaining an overall performance rating of satisfactory or better during the special evaluation period shall be subject to disciplinary action. Special evaluations are in addition to, and do not replace the annual evaluation process. Employees placed in special evaluation status shall be entitled to an administrative review of such action by the General Manager or his/her designee. Request for administrative review shall be submitted in writing to the General Manager within ten working days of placement of such status or any evaluation given thereunder. Step increases, dependent upon satisfactory completion of the evaluation period, will be implemented only when the evaluation has an overall satisfactory or better performance rating.

SECTION 28: COMMENDATIONS AND COUNSELING

The purpose of a commendation shall be to recognize and encourage an employee's positive job performance. Employees may be commended orally or in writing. Written commendations shall be placed in the employee's Personnel File. The purpose of counseling shall be to inform and advise employees of ways to improve job performance. Counseling of employees, including counseling for which written records are kept by the DISTRICT, shall not be considered disciplinary action. Written records of counseling may only be placed in the official Personnel File of the employee as part of a formal disciplinary action, or as documentation to an evaluation.

Attachment A

SECTION 29: ADMINISTRATION OF COUNSELING, EVALUATION AND DISCIPLINARY ACTION

The DISTRICT shall employ a system of counseling, evaluations and progressive discipline to advise employees of their strengths and weaknesses and to ensure employees are performing the work required of them.

This system shall include:

A. Counseling and Evaluations:

1. Counseling
2. Periodic evaluations
3. Placing an employee in special evaluation status

B. Disciplinary Actions:

1. Written reprimands
2. Suspensions
3. Demotions (non-voluntary)
4. Terminations

These elements may be used together or independently to meet needs of the DISTRICT.

1. Disciplinary Actions

A. LETTER OF REPRIMAND

The appointing authority shall have the right to reprimand in writing an employee for any minor disciplinary cause as set forth in Section 30 of these Rules and Regulations. Such letters shall be filed in the employees Personnel File.

B. SUSPENSION

The appointing authority shall have the right to suspend an employee for a period of time appropriate for the cause of such action as set forth in Section 30. A suspension is a disciplinary action in which an employee is precluded from performing work activities for a specified period of time. A suspension may be with or without pay or benefits at the discretion of the appointing authority. While an employee is on suspension status, the appointing authority may order that said employee shall receive no salary; and in the case of an employee suspended for a period of thirty calendar days or longer, the appointing authority may order that the employee also shall receive no benefit coverage.

C. DEMOTION

The appointing authority may demote an employee. Said demotions may be disciplinary or non-disciplinary. A disciplinary demotion shall be one which occurs for disciplinary cause as set forth in Section 30. All other demotions shall be non-disciplinary, (e.g., voluntary or as the result of a reduction of force). No employee shall be demoted to a classification for which he/she does not possess the minimum qualifications unless the District provides training for the employees. If the demotion is a disciplinary action, the employee shall have all procedural rights set forth in Sections 29 and 33 hereof.

D. TERMINATION

The appointing authority may terminate an employee for any single serious violation of District policy or for any cause, or combination of causes, identified in Section 30 of these Personnel Rules and regulations.

2. Application of Disciplinary Action

Any employee may be subjected to disciplinary action for just and sufficient cause. Disciplinary action shall include being reprimanded in writing, being placed on suspension, being demoted and/or being terminated and/or any combination thereof. Where the disciplinary action is for a suspension of more than five days, a demotion, or termination, the employee shall be given a written notice of the intent to take disciplinary action including notice of the proposed effective date of said disciplinary action, the reasons for said action, charges, copies of materials relied upon, and notice of opportunity to respond prior to the imposition of said disciplinary action. The employee shall be given a written notice of action after the employee has been given the opportunity to respond. For a suspension of five days or fewer, the foregoing procedure shall apply except that the opportunity to respond need only be given within a reasonable time

Attachment A

after the imposition of the disciplinary action. Except as otherwise provided herein, discipline shall be administered as provided below:

A. Written letters of reprimand may be issued for any minor disciplinary cause.

B. An employee may be suspended, demoted or terminated for repeated minor disciplinary causes or for more major disciplinary causes for a period not exceeding six months.

C. An employee may be suspended, demoted or terminated as a disciplinary action when job performance falls below satisfactory standards, or for other major disciplinary causes. An employee may be demoted for cause for a disciplinary action in lieu of or in addition to a suspension or termination. If demotion occurs as a result of unsatisfactory work performance, such demotion shall follow a minimum period of not less than three months of documented, less than satisfactory job performance while on special evaluation status.

D. An employee may be suspended, demoted or terminated at any time as a disciplinary action for a single major or severe disciplinary cause. The imposition of the above listed forms of discipline shall be based on the severity of the violation and/or number of violations that have occurred, the employee's employment history with the DISTRICT and in consideration of efforts made by an employee to rehabilitate him/herself. A single major or severe disciplinary cause may be grounds for termination regardless of the employee's employment history or any attempt by the employee to rehabilitate him/herself. When it is determined that continued attendance at work by an employee would not be in the best interest of the DISTRICT, such employee may be suspended with pay and benefits pending completion of a disciplinary investigation. No such suspension with pay and benefits may exceed 30 calendar days. It shall be customary, for minor violations, that the first violation results in a written reprimand; the second violation in a suspension; and the third violation in demotion or termination. For more major violations, the first violation shall result in suspension and the second in a longer suspension, demotion and/or termination. For severe violations, the first incident may result in demotion and/or termination. When job performance falls below satisfactory standards, the employee may be demoted as a disciplinary action. Determination of the severity of the violation and appropriate disciplinary action shall be at the discretion of the General Manager or his/her designee. Regardless of other provisions of this section, an employee may be demoted or terminated for any first time violation of District policy or for any cause listed in Section 30 of these Rules and Regulations when demotion and/or termination is deemed to be appropriate by the General Manager.

SECTION 30: GROUNDS FOR DISCIPLINARY ACTION

A. Cause for disciplinary action and/or termination shall include but not be limited to:

1. Insubordination to a supervisor in the course of employment. Insubordination shall mean refusal or failure to perform lawful duties as assigned by an employee with authority to assign such duties.
2. Neglect of duty. Neglect of duty shall include failure to observe established District or Departmental written operational procedures which shall be available at all applicable employee workstations.
3. Failure to perform assigned duties or failure to meet satisfactory work standards for the position.
4. Carelessness or misconduct in the discharge of assigned duties, which shall include (without limitation) recurrence of chargeable accidents.
5. Selling, trading, exchanging, distributing, or providing to any person, any narcotics, drugs or alcohol while on duty or on District property or while wearing a DISTRICT uniform.
6. Possession of any narcotics or hallucinogenic substances or open containers of alcohol while on duty or on DISTRICT property or while wearing a DISTRICT uniform.
7. Reporting to work intoxicated or under the influence of alcohol, prescribed or over-the-counter medications in excess of prescribed dosages or other non-prescribed hallucinogenic substances, or becoming intoxicated or influenced by narcotics, drugs or alcohol while on duty, or on DISTRICT property, or while wearing a DISTRICT uniform. If there is a reasonable suspicion that an employee is so intoxicated or under the influence and the employee refuses to take a sobriety test in accordance with established District procedures or refuses to release sobriety test results, he/she shall be considered to be under the influence.

Attachment A

8. The possession or use of any non-prescribed drug or use of a prescribed drug or narcotic which jeopardizes the safe operation of DISTRICT, equipment, or in any way endangers DISTRICT employees or patrons or which violates any local ordinance or State or Federal law.
 9. The consumption of alcohol or use of any narcotic, or hallucinogenic substance while in DISTRICT uniform and observed by or observable by the public.
 10. Actions, including misconduct, malfeasance or misfeasance, which reasonable could have an adverse effect on the public or on other DISTRICT employees.
 11. Possession or use of a weapon not authorized in writing by the DISTRICT while on duty or on DISTRICT property.
 12. Conviction of a felony while employed by the DISTRICT where the General Manager determines that continued employment of said employee would not be beneficial to the DISTRICT.
 13. Conviction of any crime involving moral turpitude, immoral acts or crimes of an immoral nature, crimes involving the sale of illicit drugs and/or crimes involving children, or conviction of any crime performed while on duty.
 14. Disobedience of any written DISTRICT rule or regulation, policy, procedure or written department rule or regulation.
 15. Violation of sick leave privileges including use of sick leave for any reason other than those established in written operational procedures or collective bargaining agreements; or excessive absenteeism.
 16. Dishonesty which shall include but not be limited to falsifying time card or other claims for reimbursement, or application forms.
 17. Misrepresentation of the employee's authority to represent the DISTRICT.
 18. Theft, or unauthorized use, or taking of District property including, but not limited to: tools, supplies, vehicles and equipment.
 19. Failure to maintain a neat, clean personal appearance as established in writing by the department and/or to dress in clothing appropriate for the employee's assigned duties including the proper wearing and maintenance of any uniform prescribed by the DISTRICT.
 20. Failure to comply with written safety rules, including failure to use safety equipment.
 21. Where employees are required as a part of their duties to represent the DISTRICT or to interact with the public or other employees, any act, habit, behavior, appearance, or combination of factors either on or of duty, that impairs the trust, safety or confidence, of the public or other employees as required of the employees to effectively perform their duties.
 22. Mishandling, theft, or misappropriation of District fares, revenues, funds or monies.
 23. For positions that require operation of DISTRICT vehicles, loss of privilege of, suspension of, or failure to obtain or maintain appropriate driver's license required by local ordinance or state or federal law, except, however, where the loss of privilege of, or suspension of such license is for medical reasons and the employee is out on an approved medical leave.
 24. Use of abusive or offensive language directed toward an employee or the public while on duty.
 25. Violation of the California State Vehicle Code while operating a DISTRICT vehicle.
 26. Failure to follow the orders of a police, fire protection, or peace officer while conducting DISTRICT business or performing job duties.
 27. Where an employee functions in a supervisory capacity, failure to employ reasonable and accepted management or supervisory practices in the supervision and management of employees assigned to the supervisor.
 28. Assault and battery on another person while on duty or on DISTRICT property.
 29. Unauthorized absence from duty or work station or failure to be in attendance at the employee's assigned work station at the time and place prescribed for the employee as defined in Section 30B. of these regulations.
- B. Unauthorized absence from duty or work station shall include but not be limited to unexcused absence and unexcused lateness as defined in this section.

Attachment A

1. Unexcused absence is defined as being absent from duty for an entire work shift without prior authorization. An employee who remains out on an unexcused absence for 48 hours (two work shifts) or more without notification to his/her supervisor shall be considered to have voluntarily resigned.

2. Unexcused lateness shall be defined as failure to be in attendance at the employees assigned work station at the time prescribed for the employee. To ensure that a fair and equitable policy is established to control unexcused lateness consistent with the overall mission of the DISTRICT and its various subdivisions, the following rules shall be in effect. These rules shall apply to disciplinary action only, and shall be independent of the application of payroll procedures.

a. For employees required to be on time to insure continuity of bus service to the public the following policy shall be in effect. Employees must report for their assignments within one (1) minute of their schedule report time or they will be charged with a missout. Employees calling in sick must notify their work station at least sixty (60) minutes prior to their scheduled report time or they will be charged with a miss-out.

Disciplinary action for miss-outs shall be based on the following schedule. Miss-outs shall remain on an employee's record for six (6) months.

One (1) Miss Out Counseling/(non disciplinary)

Two (2) Miss Outs Letter of Reprimand

Three (3) Miss Outs One Day Suspension

Four (4) Miss Outs Three Day Suspension

Five (5) Miss Outs Subject to Termination

Employees who fail within one hundred eighty (180) minutes of their scheduled report time to report to work shall be charged with an additional miss-out for that day and shall be assessed an additional day's suspension. Miss-Outs may be waived if an employee provides proof that she/he could not report on time due to the following:

1. Inability to report due to hospitalization

2. Involvement in automobile accident

3. Natural disaster (excluding power failures)

4. Scheduled failure of public transit

5. Traffic congestion due to accident or temporary construction.

Employees who fail to report as a result of DISTRICT scheduling errors shall not be charged with a miss-out.

b. For employees required to be on time to ensure continuity of work products including the provision of vehicle servicing, maintenance of vehicles, maintenance of DISTRICT facilities and equipment, and provision of dispatch and public information services, the following policy shall be in effect. Employees must report to their assignments within five minutes of their scheduled report time or they will be charged with a late arrival.

Employees calling in sick are required to notify their department, or designated representative at least 60 minutes prior to their scheduled report time or they will be charged with a late arrival. Disciplinary action for late arrivals should be based on the following schedule. Late arrivals shall remain on the employee record for six months.

One (1) Late Arrival Counseling

Two (2) Late Arrivals Counseling

Three (3) Late Arrivals Written Reprimand

Four (4) Late Arrivals One Day Suspension

Five (5) Late Arrivals Three Day Suspension

Six (6) Late Arrivals Subject to Termination

Employees who fail within one hundred eighty (180) minutes of their scheduled report time to report to work or who fail to call in sick, or who fail to call in and obtain permission to come in later than one hundred eighty minutes, shall be charged with an additional late arrival for that day. Late arrivals may be waived if an employee provides proof that he/she could not report on time due to one of the following:

1. Inability to report due to hospitalization

Attachment A

2. Involvement in an automobile accident
3. Natural disaster (excluding power failures)
4. Schedule failure of public transit
5. Traffic congestion due to an accident or temporary construction

Employees who fail to report as a result of DISTRICT scheduling errors shall not be charged with a late arrival.

c. For all other employees:

Employees who establish a pattern of unexcused lateness may be subject to disciplinary action.

d. The unexcused lateness rule for each department or subdivision thereof as appropriate, shall be written and posted at the applicable employee workstation.

SECTION 31: SEPARATION

Employees may be separated from service with the District for reasons other than cause for disciplinary action. Separation may be by resignation, death, lay-off, retirement, work completion by provisional or temporary employees, or for other reasons.

SECTION 32: MEDICAL SEPARATION

The General Manager may separate employees from service with the District in cases where the employee, due to physical disability or mental incapacity is unable to perform the duties of the position to which he/she is assigned; or in the cases where the employee has a protracted absence due to illness where the prospect of recovery within a reasonable period of time is not probable. The District shall make reasonable accommodation for an employee's physical disability or mental incapacity when that employee, with such accommodation, is capable of performing the duties of the job to which he/she is assigned.

SECTION 33: APPEAL OF DISCIPLINARY ACTION TO THE BOARD OF DIRECTORS

A regular employee who is suspended, demoted or terminated and who is not covered by a separate appeal process of an existing collective bargaining agreement, shall have the right to file a written notice of appeal of said suspension, demotion or termination with the Secretary to the DISTRICT Board of Directors within ten days after mailing of the notice of disciplinary action. The DISTRICT Board of Directors shall hear the appeal or may delegate the authority to conduct the hearing to an appointed personnel committee composed of members of the DISTRICT Board of Directors or to a hearing officer, but final determination shall be made by the DISTRICT Board of Directors. The determination of the DISTRICT Board of Directors shall be final. The judicial review of the DISTRICT Board of Directors' action shall be pursuant to the Code of Civil Procedure Section 1094.5 and subject to the time limitations for filing set forth in the Code of Civil Procedure, Section 1094.6.

SECTION 34: SERVICE OF THE GENERAL MANAGER

The Board of Directors shall appoint the General Manager who shall have the responsibility for proper administration of the District in accordance with state laws and such ordinances, resolutions and policies as may be established by the Board. The performance of the General Manager shall be evaluated annually by the Board of Directors. The General Manager shall serve at the pleasure of the Board of Directors. The Powers and duties of the General Manager shall include the authority and responsibility of administering these Personnel Rules and Regulations and of serving as the appointing authority for all District employees. The General Manager may designate in writing, in accordance with adopted District job descriptions, the authority to appoint, evaluate and discipline District employees.

SECTION 35: BENEFITS

Each employee of the Santa Cruz Santa Cruz METROpolitan Transit District appointed to a classified personnel position shall receive, in addition to the salary or wage rate adopted for said position, benefits

Attachment A

as identified in the executed Collective Bargaining Agreement, compensation plan or the specified group to which the employee belongs.

SECTION 36: CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITY

No employee of the District shall engage in any arrangement or business which constitutes a conflict of interest or incompatible activity in regard to said employee's position. A designated employee, as defined in the DISTRICT'S adopted Conflict of Interest Code, shall disqualify him/herself from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee (except sources of gifts less than \$50) or upon any business entity in which the designated employee holds a position of management or is a director, officer, partner, trustee, or employee. No designated employee shall be prevented from making or participating in the making of any decision to the extents that his/her participation is legally required for the decision to be made.

SECTION 37: AFFIRMATIVE ACTION PROGRAM

The DISTRICT Board of Directors has adopted an Affirmative Action Program which insures compliance with the Civil Rights Act of 1964, and Equal Opportunity Act of 1972. It shall be the policy and practice of the DISTRICT to plan, implement and administer all personnel and employment policies, procedures and programs without regard to race, religion, color, national origin, sex, sexual preference, marital status, age or physical handicap when with reasonable accommodation the individual can perform the duties of the job. This policy shall apply to all employees and applicants for employment and to all aspects of employment including recruitment, selection, appointment, training, promotion, reclassification, transfer, demotion, termination, layoff, reinstatement, compensation and discipline.

SECTION 38: REVIEW BY GENERAL MANAGER

Any employee who is dissatisfied with the application of the Personnel Rules and Regulations may submit in writing to the General Manager such notice of dissatisfaction or concern for review.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 14, 2012

TO: Board of Directors

FROM: Lynn Robinson, Chair

SUBJECT: CONSIDERATION OF APPOINTING A RECRUITMENT TASK FORCE FROM THE MEMBERS OF THE BOARD FOR THE PURPOSE OF COMMENCING RECRUITMENT ACTIVITIES FOR THE POSITIONS OF DISTRICT COUNSEL AND GENERAL MANAGER

I. RECOMMENDED ACTION

That the Board of Directors authorize the Chair to appoint a Recruitment Task Force made up of Members of the Board for the purpose of commencing recruitment activities for the positions of District Counsel and General Manager.

II. SUMMARY OF ISSUES

- Currently, METRO District Counsel Margaret Gallagher has indicated that she will retire at the conclusion of her contract on December 31, 2012.
- METRO General Manager Leslie R. White has indicated that he will retire at the conclusion of his contract on December 31, 2014.
- The METRO Board last conducted recruitment activities in 1997 when General Manager Les White was hired. At that time the Board appointed a Committee of three Board Members to carry out the recruitment activities and present a list of the most qualified candidates.
- As your Chair, I am proposing to appoint a Recruitment Task Force comprised of Members of the Board to initiate recruitment activities for the positions of District Counsel and General Manager.
- The Recruitment Task Force will regularly inform the Board of the activities and issues involved in the recruitment process.
- The goal of the Recruitment Task Force will be to present the best possible list of candidates to the Board of Directors for consideration.

III. DISCUSSION

It has been approximately fifteen (15) years since the METRO Board of Directors has needed to engage in recruitment activities. Currently, District Counsel Margaret Gallagher has indicated that she will retire at the conclusion of her contract with METRO on December 31, 2012. General Manager Les White has indicated that he will retire at the conclusion of his contract with METRO on December 31, 2014. The District Counsel and General Manager functions are critical to the operation of METRO. METRO has a history of longevity in the top positions and

the goal of the recruitment process should be the employment of individuals who will continue that success and continuity.

In order to begin the recruitment process I am proposing to create a Recruitment Task Force comprised of Members of the Board of Directors. This is the same process that was used by the Board of Directors in 1997 when Les White was hired. The Recruitment Task Force will meet regularly to develop an outreach process and to evaluate the benefits of using either a recruitment firm or other agency resources to solicit candidates. The Recruitment Task Force will report to the full Board regularly throughout the process. The Task Force will present the Board with a list of candidates for consideration for each of the positions.

IV. FINANCIAL CONSIDERATIONS

There are funds available in the FY 13/14 Operating Budget to support the activities of the proposed Recruitment Task Force, including the cost of the services of outside agencies, or recruiting firms, should that become necessary.

V. ATTACHMENTS

- Attachment A:** Message to Board from District Counsel
- Attachment B:** Position Description, District Counsel
- Attachment C:** Champaign/Urbana Recruitment Article

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

OFFICE OF THE DISTRICT COUNSEL

DATE: September 5, 2012
TO: Lynn Robinson, Santa Cruz METRO Board Chair
FROM: Margaret Gallagher, District Counsel
SUBJECT: Resignation

This will confirm my conversation with you in June 2012, wherein I advised you that I am retiring from my employment with the Santa Cruz Metropolitan Transit District at the conclusion of my employment agreement at the close of business on December 31, 2012. Thank you for allowing me to serve in the position of District Counsel.

Attachment B



DISTRICT COUNSEL

DEFINITION

Under policy direction serves at the pleasure of the Board of Directors (CA PUC 98149); provides professional legal services to the District; represents the District in civil litigation and other legal forums; conducts legal research and provides legal opinions and interpretations; prepares and approves as to form contracts, resolutions, ordinances, and other legal documents; performs other duties as assigned.

EXAMPLES OF DUTIES

Prepares and reviews legal documents including contracts, resolutions, and ordinances.

Initiates and defends legal actions on behalf of the District.

Researches and writes legal opinions and issues papers for District management and staff.

Attends Board and committee meetings and provides legal advice to the Board of Directors and management regarding legal matters and issues involving the District.

Reviews, analyzes, and prepares legal opinions and makes recommendations on pending local, state, and Federal legislation affecting transit services.

Acts as trial advocate in civil litigation, and represents the District before other governmental agencies.

Provides legal advice to management staff on issues involving contracts, labor law, risk management, and public transportation.

EMPLOYMENT STANDARDS

Knowledge of:

- Legal theories of civil, tort, contract constitutional, administrative, and employment law.
- Court procedures and rules of evidence.
- Precedents and legal decisions impacting the general operations of a public transportation agency.
- Statutes and codes applicable to civil proceedings and claims.
- Policies, operations, procedures, and functions of a public transportation agency.

Attachment B

Ability to:

- Research, analyze, and apply legal principles, facts, evidence and precedents to complex legal problems.
- Analyze a variety of legal documents and instruments.
- Draft legal documents such as resolutions and contracts.
- Present statements of fact, law and argument clearly and effectively in oral and written form.
- Prepare and present effective legal arguments and appeals in trial and hearings.
- Establish and maintain effective working relationships with others.

Training and Experience

Any combination of training and experience equivalent to:

Graduation from an accredited law school and five years experience as a practicing attorney, preferably including experience in public agency law.

Special Requirements

Active membership in the California State Bar.

Attachment C

MTD plans for 2014 retirement of director

Wed, 07/25/2012 - 6:29pm | Tom Kacich ^[1]

CHAMPAIGN — The Champaign-Urbana Mass Transit District board is beginning to plan for the retirement of longtime director Bill Volk, who said Wednesday that he will step down on June 30, 2014.

Volk, who will be 65 at that time, has been director of the MTD since 1974. He is believed to be the longest-serving transit director in the country.

Two MTD board members will meet with a search consultant next week, and the full board may begin working with Silver Spring, Md., search consultant Don Tebbe later this fall.

"We could schedule a study session or a planning sometime in September or October. He would lead it and explain to the board what goes on in a search, what decisions they would need to make before they go on a search, how a search might happen, how they might do a search," Volk said. "It would just give them a broad idea of what the process is. They've never done this before."

One unique issue, he said, "is that we have a different methodology of dealing with our employees than other transit systems do. I think it's safe to say there's generally an adversarial relationship between the management and most transit employees. That's not been our way of dealing with things. So it seems to me that one of the issues that they will deal with is how is this person going to deal with employees."

Don Uchtmann, the vice chair of the MTD board, said "it's important that we find good strong leadership. And we want to be deliberate in our process. We think a good first step is to meet with some folks who have conducted searches in the past or have worked with searches in the public sector, just to get some ideas about how such searches can be conducted effectively."

Uchtmann said he did not think the board was moving too early in planning for Volk's retirement.

"We don't want to be caught late in this process," he said.

Volk said he hopes to work part time for the MTD after his contract, signed almost 10 years ago, expires.

"I considered continuing on at a reduced level of hours but still overseeing things and making sure that the transition would occur," he said, "but you never know in public transit when something is going to go wacky and you end up spending 60 hours a week cleaning up a mess. I don't want to do that."

He said he has not discussed with the MTD board what his role would be after retiring.

"I'm not expecting to make money. My pension is going to be very good and I don't need to make any money," he said. "But I've invested my whole career here and I think I've still got something to contribute."

Volk said that Tebbe's firm, Transition Guides, won't necessarily run the search for his successor.

"We're only talking about having them do a planning session with the board to lay out for them what's involved in a search," he said.

At Wednesday's MTD meeting, the board approved two major agreements for service with the University of Illinois and the Champaign school district.

The MTD will be paid \$4.8 million in the first year of a three-year contract with the UI. The agreement includes providing student, faculty and staff access to the MTD, plus continuation of late-night Safe Rides service, a route to Willard Airport and storage space for four UI disability resources and educational services buses. By the third year of the agreement the MTD will get \$5.4 million from the UI. Last year the UI paid the MTD about \$4.6 million.

The MTD also will get \$312,600 this year for providing bus service to all middle and high school students in the Champaign school district. That represents a 2.5 percent increase from last year.

"It's a bargain for the community. Through our budget we're able to access state funding for it. And we're able to use a lot of regular routes buses for it," Volk told board members. "But certainly their cost per eligible students is one of the lowest in the state. They would have to provide a fleet of yellow buses to serve all the middle schools and all the high schools in their district."

Volk also said Wednesday that the state budget approved last spring includes a 10 percent increase in funding to the MTD this year. The agency will get \$24.9 million in operating assistance from Springfield.

"State law says that the amount that (the Illinois Department of Transportation) will put in the state budget is to increase by 10 percent each year," he said. "Now the Legislature can change that and the governor can change that as well but they've continued to do that. I think part of the reason they've continued to do that is because they've not been matching for many years our capital grants."

Although the appropriation has been approved, no contracts have been signed yet, Volk said



Photo by: The News-Gazette
Bill Volk, who will retire as director of the Champaign-Urbana Mass Transit District in 2014. ^[2]

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 14, 2012

TO: Board of Directors

FROM: Robert Cotter, Maintenance Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH NORTH STAR, INC. FOR AN INCREASE AMOUNT NOT TO EXCEED \$155,000.

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment with NorthStar, Inc for an increase amount not to exceed \$155,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a current five (5) year contract with NorthStar, Inc. to provide maintenance services to its LCNG Fueling Station located at 1200B River Street with a maximum amount payable under this contract of \$1,000,000.
- This contract was established on April 1, 2008 and will expire on March 31, 2013.
- Due to additional maintenance repairs needed on the LCNG Fueling Station, additional funds are needed on this contract.
- Staff recommends that the Board of Directors authorize the General Manager to amend the contract of the LCNG Fueling Station with NorthStar, Inc. from \$1,000,000 to \$1,155,000.
- Staff further recommends that the Board of Directors authorize the General Manager to execute a contract amendment on behalf of Santa Cruz METRO in the amount of \$155,000.

III. DISCUSSION

Santa Cruz METRO has a five (5)-year \$1,000,000 contract with NorthStar Inc., for Maintenance of LCNG fueling station located at 1200B River Street. Maintenance costs of the LCNG fueling station will exceed the original contract amount by approximately \$155,000.

Due to maintenance repairs needed on the LCNG Fueling Station, Staff has determined that the maximum amount of \$1,000,000 of the contract will be inadequate for the remainder of the contract's effective period and that an additional \$155,000 is needed to be added to the contract.

Staff recommends that the Board of Directors authorize the General Manager to amend the contract of the LCNG Fueling Station with NorthStar, inc. from \$1,000,000 to \$1,155,000.

Staff further recommends that the Board of Directors authorize the General Manager to execute a contract amendment on behalf of Santa Cruz METRO in the amount of \$155,000.

Robert Cotter, Maintenance Manager will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed amount of \$1,000,000. To date \$953,017.84 has been spent with \$46,982.2 remaining. Additional funds in an amount of \$155,000 are requested for approval at this time. The new contract total not to exceed amount would be \$1,155,000.

Funds to support this contract are included in the Facilities Maintenance FY13 budget under Repairs - Equipment.

V. ATTACHMENTS

Attachment A: NorthStar Invoices FY10

Attachment B: NorthStar Invoices FY11

Prepared By: Robert Cotter, Maintenance Manager
Date Prepared: 8/15/2012

Attachment A: NorthStar Invoices FY10

SERVICE INVOICES FOR NORTHSTAR FY 10

INVOICE #	\$\$	SHIPPING
4494	\$ 1,132.79	\$ 84.87
4493	\$ 6,687.10	\$ 100.99
4492	\$ 15,261.76	\$ 138.24
4611	\$ 3,292.05	\$ 460.79
4650	\$ 1,597.57	\$ 159.76
4671	\$ 1,370.92	\$ 108.80
4672	SHIP COST ONLY	\$ 195.61
4710	\$ 135.74	
4695	\$ 3,022.01	\$ 298.00
4794	\$ 647.17	\$ 12.10
4792	\$ 1,761.47	\$ 90.24
4793	\$ 3,240.56	\$ 269.37
4881	\$ 3,252.62	\$ 179.79
4880	\$ 4,682.23	531.42
4885	\$ 2,418.21	\$ 9.94
4884	\$ 2,184.92	\$ 18.15
4931	\$ 1,011.74	\$ 34.65
4930	\$ 3,384.75	\$ 418.71
4991	\$ 2,539.82	180.77
4990	\$ 484.11	152.88
5038	\$ 658.19	\$ 11.37
4489	\$ 491.69	\$ 66.86
4491	\$ 1,021.50	
TOTALS	\$ 60,278.92	\$ 3,523.31

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
8/6/2009	4494

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Lloyd Longnecker 370 Encinal Street Suite 100 Santa Cruz, CA 95060

LOCATION:
Purchase Order 290839F

JOB #	TERMS	DUE DATE
X-2802	Net 30	9/5/2009

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts under purchase order 290839F			
Item 1 - Fluid Mechanics Series 4200	1	957 00	957.00I
Shipping cost for item 1	1	84 87	84.87
Jack Shaft Pump - PAID ON INVOICE 4490	0	13,527 53	0.00I
Shipping cost for Jack Shaft Pump - PAID ON INVOICE 4490	0	275 90	0.00
<p>OWT RPR Equip 503352-2200</p> <p>APPROVED FOR PAYMENT</p> <hr/> <p># 1176</p>			

It's been a pleasure working with you!	Subtotal	\$1,041 87
	Sales Tax (9.5%)	\$90 92
	Total	\$1,132.79

Visit our web site @ www.northstarlng.com

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
8/3/2009	4493

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Llyodd Longnecker 370 Encinal Street Suite 100 Santa Cruz, CA 95060

LOCATION:
Purchase Order 290647 F

DESCRIPTION	JOB #	TERMS	DUE DATE
	QTY	RATE	AMOUNT
Billing for parts under purchase order 290647 F.			
Item 1 - Butech 3/4" HP Needle Valve	1	1,131.90	1,131.90I ✓
Shipping cost for Item 1	1	18.69	18.69 ✓
Item 2 - Butech 1/2" HP Air OP Needle Valve Fail Open (Rebuilt)	1	385.00	385.00I ✓
Shipping cost for Item 2	1	15.57	15.57 ✓
Item 3 - Anderson Greenwood 5050 psi	1	990.00	990.00I ✓
Item 4 - Anderson Greenwood 5000 psi	1	990.00	990.00I ✓
Item 5 - Flowsafe Relief Valve 4500 psi	1	605.00	605.00I ✓
Shipping cost for item 5	1	13.96	13.96 ✓
Item 6 - Kunkle 275 psi	1	137.50	137.50I ✓
Item 7 - Kunkle 200 psi	1	137.50	137.50I ✓
Shipping cost for item 6 & 7	1	8.61	8.61 ✓
Item 8 - BS&B Burst Disc	1	42.81	42.81I ✓
Item 9 - Weed Temp Probe	1	330.00	330.00I ✓
Item 10 - Weed Temp Probe	1	275.00	275.00I ✓
Shipping cost for item 9 & 10	1	18.43	18.43 ✓
Item 11 - Weed Temp Probe	1	990.00	990.00I ✓
Shipping cost for item 11	1	25.73	25.73 ✓
<i>Out RPR Equip 503352-2200</i>			
APPROVED FOR PAYMENT			
<i># 1176</i>			
It's been a pleasure working with you!	Subtotal		\$6,115.70
	Sales Tax (9.5%)		\$571.40
	Total		\$6,687.10

Attachment A: NorthStar Invoices FY10

ATTN: E RRON



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

FXED
8/10

INVOICE

DATE	INVOICE #
8/3/2009	4492

9/24/09. Lloyd will check #6 pricing

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

LOCATION:

Purchase Order 290838 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	9/2/2009

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts ordered under purchase order 290838 F.			
Item 1 - 1/2" Hose Assembly	1	2,229.22	2,229.22I
Item 2 - 3/4" Hose Assembly	1	5,402.44	5,402.44T
Shipping cost for item 2	1	33.53	33.53
Item 3 - ILB-1 OPW Break-Away Assembly	1	523.95	523.95T
Item 4 - CT 5000 OPW CNG Nozzle	1	3,850.52	3,850.52T
Shipping cost for item 4	1	73.76	73.76
Item 5 - CT 1000 OPW CNG Nozzle	1	1,370.80	1,370.80T
Shipping cost for Item 3 & 5	1	14.27	14.27
Item 7 - Stem Packing for 3/4" Nutron High Pressure Ball Valve	1	82.50	82.50T
Shipping cost for item 7	1	8.47	8.47
Item 8 - 3/4" Nutron HP Ball Valve	1	352.00	352.00T
Shipping cost for item 8	1	8.21	8.21

OUT RPR EQUIP
503352-2200

10/1 - Pricing & quantity discrepancy.
Revised rec'd 10/1/09.

RECEIVED
2009 AUG 10 PM 12:07
SANTA CRUZ METRO
TRANSIT DISTRICT

APPROVED FOR
PAYMENT

1176

It's been a pleasure working with you!	Subtotal	\$13,949.67
	Sales Tax (9.5%)	\$1,312.09
	Total	\$15,261.76

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
10/1/2009	4611

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	10/31/2009

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Cold End repair.			
Shipping cost 9/8/09 to CS&P	1	211.17	211.17
Cold End Repair	1	2,585.62	2,585.62
Shipping cost from CS&P to Santa Cruz Metropolitan	1	249.62	249.62

RECEIVED
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TRANSIT DISTRICT

503352-2200
ok S

OUT RPR Equip

APPROVED FOR
PAYMENT

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2009 OCT 9 PM 4:22
SANTA CRUZ METRO
TRANSIT DISTRICT

1176



Subtotal	\$3,046.41
Sales Tax (9.5%)	\$245.64
Total	\$3,292.05

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
11/11/2009	4650

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Lyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	12/11/2009

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts order Sheldon			
Rod Polypak Seal (for stock)	4	19.23	76.92I
Wiper Seal (for stock)	4	19.86	79.44I
Shipping cost - UPS Red Overnight	1	109.80	109.80
Plug (gave to mechanic shop)	3	6.80	20.40I
Temperature Probe	1	278.30	278.30I
Pressure Transducer (2 to be installed and 2 for stock)	4	214.50	858.00I
Shipping cost UPS Next Day Air 1ZX744W30161008118 signed by Cawaling on 11/9/09	1	49.96	49.96

COPY

504409-2200

Held for P.O. rec'd.
rec'd. 1/27/10

Processed for 21 checkrun - given to Bob -
1/27/10 - 10 AM

B.

It's been a pleasure working with you!	Subtotal	\$1,472.82
	Sales Tax (9.5%)	\$124.75
	Total	\$1,597.57

11/18/09 sent to Sheldon

COPY



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
11/18/2009	4671

COPY

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Llyodd Longnecker 370 Encinal Street Suite 100 Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F

DESCRIPTION	JOB #	TERMS	DUE DATE
	QTY	RATE	AMOUNT
Billing for rebuilt nozzle and Gauge ok per Sheldon.			
Shipping cost for Nozzle to AFV for repair (shipped UPS Red 9/24/09 1Z31A9W22210085876)	1	68.12	68.12
CT5000S Rebuilt Nozzle	1	1,129.13	1,129.13
Shipping cost for Nozzle from AFI to Santa Cruz (shipped UPS Ground 1Z7Y598R0354455513 delivered on 11/9/09 signed by Cawaling)	1	40.68	40.68
2/1/2" Stem Mount SS Gauge	1	23.49	23.49
Subtotal			\$1,261.42
Sales Tax (9.5%)			\$109.50
Total			\$1,370.92

RECEIVED
 2009 NOV 18 PM 2:29
 SANTIAGO
 METRO
 PIOT

503352.2200

B

It's been a pleasure working with you!

Attachment A: NorthStar Invoices FY10

Sent to Sheldon

11/19



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

COPY

INVOICE

DATE	INVOICE #
11/19/2009	4672

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Lloyd Longnecker 370 Encinal Street Suite 100 Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F

DESCRIPTION	JOB #	TERMS	DUE DATE
		X 2802	Net 30
DESCRIPTION	QTY	RATE	AMOUNT
Billing for return of mercaptan referenced on NorthStar's Invoice 4427 dated 6/10/09.			
Shipping cost - cylinder return ABF 154773168 dated 11/6/09	1	195.61	195.61
503352-2200			
It's been a pleasure working with you!			
Subtotal			\$195.61
Sales Tax (9.5%)			\$0.00
Total			\$195.61

Attachment A: NorthStar Invoices FY10

Sent to SN 12/14

INVOICE



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

DATE	INVOICE #
12/11/2009	4710

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lloyd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F



JOB #	TERMS	DUE DATE
X 2802	Net 30	1/10/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for materials used.			
Misc. items for hand rail repair	1	19.47	19.47I
Installed gauges on all 3 Butech valves for trouble shooting			
Long Nipple	3	2.77	8.31I
Tee	3	4.73	14.19I
Male Connector	3	2.50	7.50I
Stainless Steel Gauge	3	24.83	74.49I

*OUT RPREQUIP
503352-2200
okg*

RECEIVED
2009 DEC 11 PM 4:27
SANTA CRUZ METRO DISTRICT

COPY

APPROVED FOR PAYMENT

1176

It's been a pleasure working with you!	Subtotal	\$123.96
	Sales Tax (9.5%)	\$11.78
	Total	\$135.74

Attachment A: NorthStar Invoices FY10

12/2 sent to Sheldon
12/7



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
12/2/2009	4695

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Llyodd Longnecker 370 Encinal Street Suite 100 Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F



JOB #	TERMS	DUE DATE
X 2802	Net 30	1/1/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts/repairs per Sheldon.			
Mercaptan	1	302.50	302.50I
Shipping cost ABF # 202321859 shipped 11/6/09	1	175.75	175.75
Please note - Charges for cylinder return for cylinder shipped on 11/6/09 will be billed at a later date			
Relief Valve Repair	1	104.50	104.50I
Shipping cost - Santa Cruz to VRC 11/17/09 K1627968468 UPS Ground	1	14.67	14.67
Shipping cost - VRC to Santa Cruz 11/19/09 delivered on 11/23/09 signed by Willis LZV2V1110349073868 UPS Ground	1	8.29	8.29
Cold Box Repair	1	2,080.67	2,080.67I
Shipping cost - Santa Cruz to CS&P 10/16/09 K1634966214 UPS Ground	1	54.43	54.43
Shipping cost - CS&P to Santa Cruz 11/17/09 delivered on 12/2/09 UPS Ground	1	44.86	44.86

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 2009 DEC 2 PM 1:50
 SANTA CRUZ

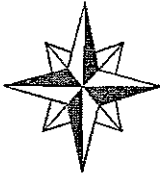
OUT RAR. EQUIP
 503352-2200
okg

APPROVED FOR PAYMENT

1176

Happy Holidays!!	Subtotal	\$2,785.67
	Sales Tax (9.5%)	\$236.34
	Total	\$3,022.01

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

2010 FEB 15 PM 3:52
SANTA CRUZ METRO
TRANSIT DISTRICT

INVOICE

DATE	INVOICE #
2/15/2010	4794

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Llyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060


LOCATION:

Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	3/17/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts/mercaptan modification/hose reel per Sheldon.			
Wiper Seal	1	19.86	19.86T
Rod Polypak Seal	1	19.23	19.23T
Shim Set	1	154.91	154.91T
Male Branch Tees, Connectors, SS Gauges, 90D Street Elbows	1	57.69	57.69T
Misc items for mercaptan mod	1	97.63	97.63T
Misc items for hose reel	1	230.65	230.65T
Shipping cost for hose reel	1	12.10	12.10

OUTRPR - FUEL STN.
503352 - 2200

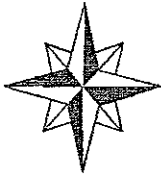
Approved By
 S. Njes

APPROVED FOR
PAYMENT

1176

It's been a pleasure working with you!	Subtotal	\$592.07
	Sales Tax (9.5%)	\$55.10
	Total	\$647.17

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
2/15/2010	4792

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Lyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	3/17/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
1/2" Nutron Rebuild Kit	3	64.71	194.13T
Shipping cost for Rebuild Kit	1	9.03	9.03
Butech Ball Valve	1	893.20	893.20T
Shipping cost for Valve	1	8.81	8.81
JC Control Vacuum Gauge	1	438.90	438.90T
Shipping cost for Gauge	1	72.41	72.41
<p><i>OUT RPR FUEL STN</i> <i>503352-2200</i></p> <p>Approved By <i>S. Njaa</i></p> <p>APPROVED FOR PAYMENT</p> <p><i># 1176</i></p>			
Subtotal			\$1 616.48
Sales Tax (9.5%)			\$144.99
Total			\$1 761.47

SANTA CRUZ METRO
TRANSIT DISTRICT

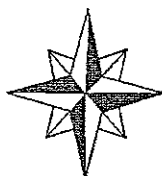
2010 FEB 15 PM 3:25

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It's been a pleasure working with you!

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

FEB 15 2010

INVOICE

DATE	INVOICE #
2/15/2010	4793

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	3/17/2010

DESCRIPTION	QTY	RATE	AMOUNT	
Billing for materials/repairs per Sheldon.				
Mercaptan Cylinder Return (referenced on Inv. 4695)	1	193.03	193.03	
Mercaptan Assassin Kit	1	192.50	192.50T	
Shipping cost for Assassin Kit - FedEx Overnight 86815491069	1	158.85	158.85	
Pressure Switches	1	253.00	253.00T	
Shipping cost for Switches - UPS ground 1ZX744W30362853762	1	6.27	6.27	
Valve Repairs (2)	1	187.00	187.00T	
Shipping cost - Santa Cruz to VRC 1/9/2010 K1627978082	1	16.16	16.16	
Shipping cost - VRC to Santa Cruz 1/18/2010 1ZV2V1110348841575	1	10.27	10.27	
Valve Repair (1)	1	82.50	82.50T	
Shipping cost - Santa Cruz to VRC 1/9/2010 K1627974737	1	14.95	14.95	
Shipping cost - VRC to Santa Cruz 1/27/2010 1ZV2V1110348185909	1	9.21	9.21	
CT1000P36 Rebuild Nozzle	1	693.00	693.00T	
CT5000S Rebuild Nozzle	1	1,129.13	1,129.13T	
Shipping cost - Santa Cruz to AFV 11/17/2010 K1627968477	1	13.29	13.29	
Shipping cost - AFV to Santa Cruz 12/23/09 & 1/6/2010	1	40.37	40.37	
<p style="text-align: center;"><i>OUT RPR - FUELSTN</i></p> <p style="text-align: center;"><i>503352-2200</i></p> <p>Approved By <i>S. Nias</i></p> <p style="text-align: center;"><i>#1176</i></p> <p style="text-align: center;">APPROVED FOR PAYMENT</p>				
It's been a pleasure working with you!			Subtotal	\$2,999.53
			Sales Tax (9.5%)	\$241.03
			Total	\$3,240.56



Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

2010 APR 19 AM 8:00

INVOICE

SANTA CRUZ METRO
TRANSIT DISTRICT

DATE	INVOICE #
4/18/2010	4881

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Lloyd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F

DESCRIPTION	QTY	RATE	AMOUNT	
Billing for parts per Sheldon.				
Cold end repair for #7	1	1 893.89	1,893.89T	
Shipping cost - from Santa Cruz to CS&P 3/1/10 UPS Ground K1627970820	1	54.03	54.03	
Shipping cost - from CS&P to Santa Cruz on 3/16/10	1	46.44	46.44	
Misc parts for outside light & time clock	1	91.55	91.55T	
Solenoid Valve	2	193.33	386.66T	
Shipping cost for Solenoid Valve	1	9.50	9.50	
Belt Synchronous Drive 14mm	1	434.14	434.14T	
Shipping cost for Belt Synchronous Drive 14mm delivered on 3/25/10 signed by Willase	1	69.82	69.82	
<p>OUT RPR / PARTS</p> <p>503352-2200</p> <p>de S</p> <p>z</p> <p>APPROVED FOR PAYMENT</p> <p># 1176</p>				
It's been a pleasure working with you!			Subtotal	\$2,986.03
			Sales Tax (9.5%)	\$266.59
			Total	\$3,252.62

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

2010 APR 19 AM 8:00

SANTA CRUZ METRO
TRANSIT DISTRICT

INVOICE

DATE	INVOICE #
4/18/2010	4880

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Llyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 300729 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	5/18/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for 50 HP Electrical Motor per Sheldon under purchase order PO 300729 F.			
50 HP Electrical Motor	1	3,790.69	3,790.69
Shipping cost-FedEx Motor Freight-1817445453 delivered on 3/26/10 signed by Willis	1	531.42	531.42
<p>RPR Pump 504409-2200</p> <p>APPROVED FOR PAYMENT</p> <p>#1174</p>			

It's been a pleasure working with you!	Subtotal	\$4,322.11
	Sales Tax (9.5%)	\$360.12
	Total	\$4,682.23

Attachment A: NorthStar Invoices FY10

4/26 - copy to RR



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

2010 APR 22 PM 12:07

INVOICE

DATE	INVOICE #
4/22/2010	4885

SANTA CRUZ METRO
TRANSIT DISTRICT

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Llyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300172F

300886F

JOB #	TERMS	DUE DATE
X 2802	Net 30	5/22/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Parts and Repairs per Sheldon			
Rebuilt Electrical Motor	1	1,775.60	1,775.60
Rental Equipment - Forklift used to install motor	1	469.82	469.82
Kunkle Valve 100 psi for mercaptan tanks (stock part)	2	74.36	148.72
Shipping cost FedEx 028805830557276 delivered 4/8/10 signed by RRyan	1	9.94	9.94

DUT RPR EQUIP
503352-2200
ok S

1176

**APPROVED FOR
PAYMENT**

It's been a pleasure working with you!	Subtotal	\$2,404.08
	Sales Tax (9.5%)	\$14.13
	Total	\$2,418.21

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC. RECEIVED

Post Office Box 1342
Evanston, WY 82931-1342
2010 APR 23 PM 2: 57

INVOICE

DATE	INVOICE #
4/22/2010	4884

SANTA CRUZ METRO
TRANSIT DISTRICT

BILL TO:
Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:
Purchase Order 300735 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	5/22/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Butech parts per Sheldon under P O 300735 F.			
Butech K-108 High Pressure Ball Valve	✓ 2	934.61	1,869.22T
Butech Connection Coupler	✓ 1	109.57	109.57T
Shipping cost UPS 1Z4YV3730396346535 delivered on 3/17 signed by Cawlings	✓ 1	18.15	18.15
<p>RPRS + MAINT. 504409-2200 APR 22 2010 ✓ GW</p> <p>APPROVED FOR PAYMENT</p> <p>_____</p> <p>#1176</p> <p>R.F. Longnecker</p>			

It's been a pleasure working with you!	Subtotal	\$1,996.94
	Sales Tax (9.5%)	\$187.98
	Total	\$2,184.92

Attachment A: NorthStar Invoices FY10

BP or P.O?



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
5/20/2010	4931

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Lyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X 2802	Net 30	6/19/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Relief Valves used during Annual PSV on 3/23/10 per Sheldon. (See attached report)			
275 PSI Kunkle - PSV9, 23, 51, 53, 95, 96, 96 P5, 102, 122, and 142	10	74.36	743.60T
200 PSI Kunkle - PSV6, and 67	2	74.36	148.72T
Shipping cost	1	34.65	34.65

Handwritten signature

504409-2200
RRS + MAINT.

1176

RECEIVED
2010 MAY 20 PM 3:39
SANTA CRUZ METRO
TRANSIT DISTRICT

It's been a pleasure working with you!

APPROVED FOR PAYMENT

Subtotal	\$926.97
Sales Tax (9.5%)	\$84.77
Total	\$1,011.74

Attachment A: NorthStar Invoices FY10

BPO or P.O.?



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
5/20/2010	4930

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F

DESCRIPTION	JOB #	TERMS	DUE DATE
	X 2802	Net 30	6/19/2010
	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
Unions (2), Male Branch Tee (2), Male Elbow (2), Stainless Insert (4), Male Connector (1) and 3/8" OD AB Tubing (5)	1	54.03	54.03T
23.5" Temp Probe	1	296.45	296.45T
Shipping cost for Temp Probe - UPS Next Day	1	112.42	112.42
Rebuilt 3/4 Butech Ball Valve	1	232.10	232.10T
Rebuilt 1/2" Butech Needle Valve	1	133.87	133.87T
Shipping cost - SC to Pneumatic J2206824033 UPS Next Day	1	150.48	150.48
Shipping cost - Pneumatic to SC UPS Ground	1	50.03	50.03
Cold End Repair (SN 5572)	1	1 951.28	1 951.28T
Shipping cost - SC to CS&P UPS Ground K1449778573	1	47.06	47.06
Shipping cost - CS&P to SC UPS Ground	1	48.19	48.19
SS & Graphite Seal	1	40.98	40.98T
Shipping cost for Graphite Seal	1	10.53	10.53
<p>504409-2200 RPRs & MAINT</p> <p># 1176</p>			
It's been a pleasure working with you!		Subtotal	\$3,127.42
APPROVED FOR PAYMENT		Sales Tax (9.5%)	\$257.33
		Total	\$3,384.75

RECEIVED
 2010 MAY 20 PM 3:39
 SANTA CRUZ METRO
 TRANSIT DISTRICT

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

2010 JUN 17 PM 2:44

SANTA CRUZ METRO
TRANSIT DISTRICT

INVOICE

DATE	INVOICE #
6/17/2010	4991

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Llyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
CNG Filter Element under NorthStar's quote Q-10-0512			
CNG Filter Element	1	105.49	105.49T
Shipping cost	1	30.15	30.15
Odorant spill kit	2	110.00	220.00T
Shipping cost - UPS 1Z46FY450391860951 delivered on 6/2/10 signed by Cawlings	1	38.50	38.50
Cold End repair (SN 5571)	1	1,479.74	1,479.74T
Shipping cost - UPS K1656380716 (SC to CS&P)	1	54.77	54.77
Shipping cost - CS&P to SC	1	52.88	52.88
Rod B-Block Packing Seals	6	23.20	139.20T
Seal Rod Packing Wiper	6	25.47	152.82T
Shipping cost	1	4.47	4.47
Goodyear 5/8 In. x 50 Ft Premium Black Commercial Grade Water Hose	2	28.57	57.14T
<p>APPROVED FOR PAYMENT</p> <p><i>[Signature]</i></p> <p># 1176</p>			<p>504409.2200</p> <p>RPRS & MAINT.</p>
It's been a pleasure working with you!		Subtotal	\$2,335.16
		Sales Tax (9.5%)	\$204.66
		Total	\$2,539.82



Visit our web site @ www.northstarlng.com

9.a20

Attachment A: NorthStar Invoices FY10

6/21 - Credit memo sent
 EA to new # Slip # 7



NORTHSTAR, INC.

Post Office Box 1342
 Evanston, WY 82931-1342

RECEIVED

2010 JUN 17 PM 2:44

INVOICE

DATE	INVOICE #
6/17/2010	4990

SANTA CRUZ METRO
 TRANSIT DISTRICT

BILL TO:

Santa Cruz Metropolitan Transit District
 Attn: Lyodd Longnecker
 110 Vernon Street
 Santa Cruz, CA 95060

LOCATION:

Purchase Order 300890 J

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Mercaptan per Sheldon under Purchase Order 300890 J.			
5 Gallon Cylinder Mercaptan	1	302.50	302.50
Shipping cost ABF 202320199 delivered on 6-2-10 signed by Garcia	1	152.88	152.88
PLEASE NOTE: Billing for Cylinder return will be billed at a later date			
<p><i>SKS</i></p> <p>FY10</p> <p>APPROVED FOR PAYMENT</p> <p>504409-2200 RPRS + MAINT</p> <p>#1176</p>			
It's been a pleasure working with you!		Subtotal	\$455.38
		Sales Tax (9.5%)	\$28.73
		Total	\$484.11

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED
2010 JUL 16 PM 1:40
SANTA CRUZ METRO
TRANSIT DISTRICT

INVOICE

DATE	INVOICE #
7/16/2010	5038

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Llyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order ~~300112 F~~
300112

DESCRIPTION	JOB #	TERMS	DUE DATE
		X 2802	Net 30
DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
1/2 Nutron Ball Valve	1	256.30	256.30
Nutron Repair Kit	4	83.60	334.40
Shipping cost	1	11.37	11.37
<p>AS ✓ Received in June Per. Shelda FY10</p> <p>503352- 50382-2200 OUT RPR EQUIP</p> <p># 1176</p> <p>APPROVED FOR PAYMENT</p>			
If's been a pleasure working with you!		Subtotal	\$602.07
		Sales Tax (9.5%)	\$56.12
		Total	\$658.19

Visit our web site @ www.northstaring.com

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
7/29/2009	4489

2009 AUG -4 P 11:12:0

SANTA CRUZ METRO

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lloyd Longnecker
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

LOCATION:

Purchase order ~~200112 E~~

JOB #	TERMS	DUE DATE
X-2802	Net 30	8/28/2009

DESCRIPTION	QTY	RATE	AMOUNT
Billing for LCNG Pump Feed Hose.			
LCNG Pump Feed Hose	1	387.97	387.97
Shipping cost	1	66.86	66.86
<p><i>Hose BROKE - EMERGENCY REPAIR</i></p> <p><i>ok j SBF</i></p> <p><i>EMERS RRR/FUEL STN.</i></p> <p><i>503352-2200</i></p> <p>APPROVED FOR PAYMENT</p>			

It's been a pleasure working with you!	Subtotal	\$454.83
	Sales Tax (9.5%)	\$36.86
	Total	\$491.69

Attachment A: NorthStar Invoices FY10



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
7/30/2009	4491

2009 AUG -4 P 12

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F

JOB #	TERMS	DUE DATE
X-2802	Net 30	8/29/2009

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Pressure Relief Valves			
On May 28, 2009 NorthStar conducted the annual pressure-relief-valve test. Below are the valves that were replaced.			
Kunkle Valve 275 psi - PSV9, PSV23, PSV53, PSV95, PSV96, PSV96 P5, PSV102 P1, PSV122 P2, PSV142 P3 and PSV151 P1	10	77.74	777.40I
Kunkle Valve 200 psi - PSV67 P5 and PSV56 P4	2	77.74	155.48I

OK of SBF
ANNUAL TBST-FUEL STN
503352-2200

APPROVED FOR PAYMENT

1176

It's been a pleasure working with you!	Subtotal	\$932.88
	Sales Tax (9.5%)	\$88.62
	Total	\$1,021.50

Attachment B: NorthStar Invoices FY11

SERVICE INVOICES FOR NORTHSTAR FY 11

INVOICE #	\$\$	SHIPPING
5034	\$ 3,220.80	
5033	\$ 2,467.45	\$ 481.31
5035	\$ 180.90	\$ 161.67
5060	\$ 640.68	\$ 11.33
5115	\$ 913.58	\$ 56.79
5145	\$ 13,255.00	
5146	\$ 838.20	\$ 93.22
5214	\$ 4,870.66	\$ 181.58
5233	\$ 4,206.09	\$ 275.07
5299	\$ 1,175.54	\$ 106.56
5313	\$ 133.34	\$ 10.20
5323	\$ 12,610.88	\$ 875.18
5325	\$ 22,899.85	\$ 316.25
5324	\$ 13,747.61	
5370	\$ 2,891.39	\$ 48.06
5384	\$ 238.38	\$ 36.13
5416	\$ 2,671.05	\$ 173.71
5455	\$ 607.78	\$ 17.57
123	\$ 60.83	
124	\$ 23.87	
92	\$ 1,081.39	\$ 28.35
146	\$ 2,645.40	\$ 106.49
TOTALS	\$ 91,380.67	\$ 2,979.47

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

2010 JUL 15 AM 11:06

SANTA CRUZ METRO
TRANSIT DISTRICT

INVOICE

DATE	INVOICE #
7/15/2010	5034

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F
11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	8/14/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for replacing LNG Offload Valve per Ryan MacDonell under NorthStar's Quote Q-10-0517.			
Quote Q-10-0517	1	1,398.99	1,398.99
Quote Q-10-0517 taxable amount	1	1,663.75	1,663.75

503352-2200

OUT RPR EQUIP.

[Signature]

APPROVED FOR
PAYMENT

Robert Cotter

1176

It's been a pleasure working with you!

Subtotal	\$3,062.74
Sales Tax (9.5%)	\$158.06
Total	\$3,220.80

Attachment B: NorthStar Invoices FY11

11-0176



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED

INVOICE

2010 JUL 15 AM 11:06

SANTA CRUZ METRO
TRANSIT DISTRICT

DATE 7/15/10	INVOICE # 5033
-----------------	-------------------

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300172 F

11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	8/14/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts/services per Sheldon.			
Check Valve Repair	1	574.75	574.75T
Shipping cost - Santa Cruz to CS&P UPS Ground K1449775978 5/26/10	1	14.69	14.69
Shipping cost - CS&P to Santa Cruz UPS Red	1	117.23	117.23
1" Repair Kit	1	161.34	161.34T
Shipping cost for repair kit	1	10.93	10.93
Graphite Seals	6	40.98	245.88T
Shipping cost - Graphite Seals	1	14.65	14.65
Gas Sample			
Analysis for gas samples for HHV & TRS	1	825.00	825.00
Shipping cost - Canisters from Quantum to Santa Cruz	1	71.50	71.50
Shipping cost - Canister Samples from Santa Cruz to Quantum	1	252.31	252.31
Male Connector 3/16T x 1/4MNPT	1	9.30	9.30T
Tube Cap 3/4T	2	20.05	40.10T
600# Gly Stainless Steel Gauge	1	24.83	24.83T
Clamp	4	1.05	4.20T

~~REQ ALREADY IN SYSTEM~~
~~AMEND TO INCLUDE~~
~~VALVE REPAIR~~
 503352-2200
 OUT RPR EQUIP
 # 1176

APPROVED FOR
PAYMENT

It's been a pleasure working with you!	Subtotal	\$2,366.71
	Sales Tax (9.5%)	\$100.74
	Total	\$2,467.45

ordered
recieved
+

Attachment B: NorthStar Invoices FY11

CONT.



NORTHSTAR, INC. RECEIVED

Post Office Box 1342
Evanston, WY 82931-1342

2010 JUL 15 AM 11:07

SANTA CRUZ METRO
TRANSIT DISTRICT

INVOICE

DATE	INVOICE #
7/15/2010	5035

BILL TO:
Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:
Purchase Order ~~300890 J~~

11-0124

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Mercaptan fill per Sheldon referenced on NorthStar's Inv. 4990 dated 6/17/10.			
Shipping cost - ABF Santa Cruz to Bayou # 154781479	1	161.67	161.67
FDA/PVC Clear Braid Hose	4	1.36	5.44T
5/8 x 1/2" Barb Fitting	4	3.03	12.12T
<p>THIS TO SHIP CONTAINER BACK TO MANUFACTURE OTHER PARTS ARE FOR TEST ON INV. # 5033</p> <p>MS</p> <p>503352-200 OUTRDR EQUIP</p> <p>FY11</p> <p># 1176</p> <p>APPROVED FOR PAYMENT</p>			
Subtotal			\$179.23
Sales Tax (9.5%)			\$1.67
Total			\$180.90

It's been a pleasure working with you!

Cont



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
8/5/2010	5060

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 300112 F

11-0124

JOB #	TERMS	DUE DATE
X 2802	Net 30	9/4/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Check Valves per Sheldon.			
Check Valve	1	574.75	574.75
Shipping cost	1	11.33	11.33

503352-2200
PARTS FOR APR.

[Signature]

APPROVED FOR PAYMENT

1176

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2010 AUG -5 PM 1:24
SANTA CRUZ METRO
TRANSIT DISTRICT

It's been a pleasure working with you!	Subtotal	\$586.08
	Sales Tax (9.5%)	\$54.60
	Total	\$640.68



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
9/20/2010	5115

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Ulyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 11-0124F

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
Temperature probe (under NorthStar's quote Q-10-0813A)	1	318.00	318.00T
Shipping cost	1	12.79	12.79
ILB-5 Rebuild (Breakaway)	1	464.46	464.46T
Shipping cost UPS 1Z7Y598R0352522051 delivered on 8/20/10 by Cawlings	1	44.00	44.00
Subtotal			\$839.25
Sales Tax (9.5%)			\$74.33
Total			\$913.58

JOB #	TERMS	DUE DATE
X 2802	Net 30	10/20/2010

SLG

PARTS / APR.
503352-2200

APPROVED FOR PAYMENT

2010 SEP 20 PM 4:41

SANTA CRUZ METRO
TRANSIT DISTRICT

1176

It's a pleasure working with you!

200
100
ax (307)

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
10/25/2010	5145

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Llyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION
Purchase Order 11-0124 F <i>OK PER S.M</i>

JOB #	TERMS	DUE DATE
X 2802	Net 30	11/24/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Oil Injection System per Quote dated 9/21/10 (attached). Oil Injection System	1	13,255.00	13,255.00
<p>RECEIVED 2010 OCT 25 PM 1:51 SANTA CRUZ METRO TRANSIT DISTRICT</p> <p><i>Stacy</i></p> <p>OIL INJECTION SYSTEM 503352-2200</p> <p>APPROVED FOR PAYMENT</p> <p># 1176</p>			
It's been a pleasure working with you!			Total \$13,255.00

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

RECEIVED
2010 OCT 25 PM 2: 28


INVOICE

DATE	INVOICE #
10/25/2010	5146

BILL TO:
Santa Cruz Metropolitan Transit District Attn: Llyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 11-0124F

**SANTA CRUZ METRO
TRANSIT DISTRICT**

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
AfterFilter	1	248.05	248.05T
Shipping cost UPS Ground 1Z2199040342527083 delivered on 10/25/10 signed by Willis	1	9.16	9.16
Electronic Board repairs	1	96.25	96.25T
Shipping cost - UPS 2nd Day from Santa Cruz to Tulsa Gas F0689321004 8/27/10	1	43.29	43.29
Shipping cost - UPS Ground from Tulsa Gas to Santa Cruz 1Z76E3350354156242 delivered on 9/27/10 signed by Greg	1	11.00	11.00
Helical Tooth Drive Belt	1	336.05	336.05T
Shipping cost - UPS Ground 1Z4079680334993913 delivered on 10/18/10 signed by George	1	29.77	29.77
 PARTS FOR RRR/FUEL STN 503352-2200			
#1176			
It's been a pleasure working with you!		Subtotal	\$773.57
		Sales Tax (9.5%)	\$64.63
		Total	\$838.20

**APPROVED FOR
PAYMENT**

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
11/24/2010	5214

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Llyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	12/24/2010

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts per Sheldon.			
TC-34 serial # 131891 - Repair	1	4,026.24	4,026.24T
Shipping cost - Santa Cruz to Cryocal - ABF 154782110	1	160.09	160.09
Murphy Pressure Switch	1	256.03	256.03T
Shipping cost - UPS 1Z4YV3730399192606 Signed by CAWALING 11/12/2010	1	21.49	21.49

RECEIVED

2010 NOV 29 AM 8:14

SANTA CRUZ METRO
TRANSIT DISTRICT

de S

OUT RRR EQUIP
503352-2200

1176

APPROVED FOR
PAYMENT

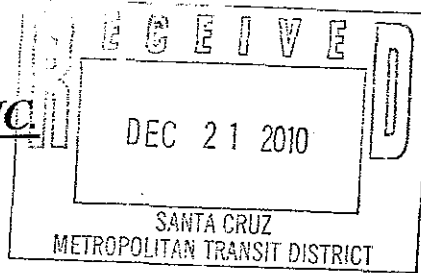
It's been a pleasure working with you!	Subtotal	\$4,463.85
	Sales Tax (9.5%)	\$406.81
	Total	\$4,870.66

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342



INVOICE


DATE	INVOICE #
12/21/2010	5233

BILL TO:

Santa Cruz Metropolitan Transit District
Attn: Llyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 11-0124F

DESCRIPTION	JOB #	TERMS	DUE DATE
	QTY	RATE	AMOUNT
	X 2802	Net 30	1/20/2011
Billing for materials per Sheldon.			
Solenoid Valves 3 Way	4	188.10	752.40T
3" Vac Gauge	1	25.93	25.93T
Bushing	1	3.15	3.15T
Hico RW 16" Spiral Wound Gasket	3	70.40	211.20T
Shipping cost - UPS 1Z8419710150752322 signed by Greg 11/16/10	1	118.426	118.43
Hico RW 1.5" Spiral Wound Gasket	2	11.00	22.00T
Shipping cost - UPS 1Z8419710152948377 signed by Greg 11/16/10	1	42.12	42.12
Materials used during 92 Day Maintenance provided on 10/11/10. ** During 92 Day Maintenance cold end 5643 was removed and 5570 was installed. **			
Cold End Repair SN 5643	1	1,444.99	1,444.99T
Shipping cost from CS&P	1	38.32	38.32
Shipping cost - Santa Cruz to CS&P	1	59.16	59.16
Rental Equipment - Forklift	1	668.68	668.68
CNG Filter	1	105.49	105.49T
Shipping cost	1	9.08	9.08
O-Rings and Graphite Seals	1	253.24	253.24T
Shipping cost	1	7.96	7.96
21 Qts Mobil Syn Oil	1	176.20	176.20
 503352-2200 OUR RPR EQUIP #1176			
APPROVED FOR PAYMENT			
It's been a pleasure working with you!	Subtotal		\$3,938.35
	Sales Tax (9.5%)		\$267.74
	Total		\$4,206.09

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342


RECEIVED
JAN 10 2011

INVOICE

DATE	INVOICE #
1/8/2011	5299

BILL TO: Santa Cruz Metropolitan Transit District Attn: Lyodd Longnecker 110 Vernon Street Santa Cruz, CA 95060	LOCATION: Purchase Order 11-0124F
--	---

JOB #	TERMS	DUE DATE
X 2802	Net 30	2/7/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for part repairs per Sheldon.			
Check Valve Repair	1	511.78	511.78T
Shipping cost - UPS Ground to CS&P	1	26.61	26.61
Shipping cost - UPS Ground CS&P to Santa Cruz	1	11.33	11.33
ILB-5 Breakaway Repair	1	464.464	464.46T
Shipping cost - UPS Ground to AFV	1	24.62	24.62
Shipping cost - UPS Ground AFV to Santa Cruz	1	44.00	44.00
 503352 - 2200 OUT RPR EQUIP # 1176			
APPROVED FOR PAYMENT			

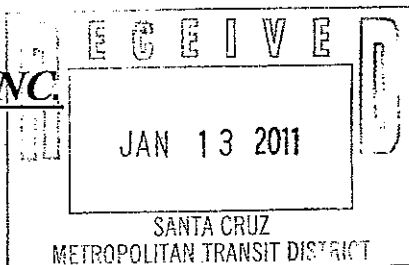
It's been a pleasure working with you!	Subtotal	\$1,082.80
	Sales Tax (9.5%)	\$92.74
	Total	\$1,175.54

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342




INVOICE

DATE	INVOICE #
1/13/2011	5313

BILL TO:
Santa Cruz Metropolitan Transit District
Attn: Lyodd Longnecker
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:
Purchase Order 11-0124F

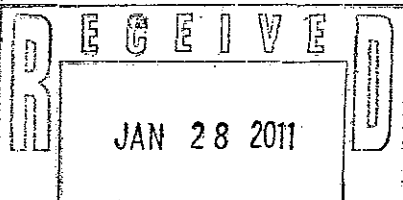
DESCRIPTION	JOB #	TERMS	DUE DATE
	QTY	RATE	AMOUNT
Billing for oil pump ok per Sheldon.			
Lever Action Drum Pump	1	85.14	85.14T
155 Ounce Measuring Container	1	27.32	27.32T
Shipping cost 1Z9436E60346287638 delivered on 12/29/10 signed by GW	1	10.20	10.20
 503352-2200 OLT RPR EQUIP # 1176 APPROVED FOR PAYMENT			
It's been a pleasure working with you!		Subtotal	\$122.66
		Sales Tax (9.5%)	\$10.68
		Total	\$133.34

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342



INVOICE

DATE	INVOICE #
1/28/2011	5323

BILL TO:	SANTA CRUZ METROPOLITAN TRANSIT DISTRICT	LOCATION:	Purchase Order 11-0124F
Santa Cruz Metropolitan Transit District 110 Vernon Street Santa Cruz, CA 95060			

JOB #	TERMS	DUE DATE
X 2802	Net 30	2/27/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Parts and or Repairs per Sheldon.			
Temp Probe	1	291.50	291.50T
Shipping cost	1	12.83	12.83
Warm End Repair	1	7,886.10	7,886.10T
Shipping cost - Warm End to CS&P	1	427.65	427.65
Shipping cost - CS&P to SC	1	353.69	353.69
Test & Re-Certify Anderson Greenwood 100 PSI Relief Valve	1	181.50	181.50
Test/Rebuild/Re-Cert Flowsafe 4500 PSI Relief Valve	1	467.50	467.50
Repair Kit	2	53.77	107.54T
Test & Re-Certify Herose 175 PSI Relief Valve	1	137.50	137.50
1/2" NPT Control Valve, Rebuild Butech	1	643.50	643.50
Shipping cost	1	36.18	36.18
Test/Rebuild/Re-Cert Fluid Mechanics 5000 PSI Relief Valve	1	467.50	467.50
Repair Kit	1	160.51	160.51T
Shipping cost	1	15.05	15.05
Butech 3/4" Needle Valve Rebuild	1	539.00	539.00T
Shipping cost	1	29.78	29.78
<p>503352-2200 OLT RPR EQUIP</p> <p><i>skz</i></p> <p>APPROVED FOR PAYMENT</p> <p># 1176</p>			

It's been a pleasure working with you!	Subtotal	\$11,757.33
	Sales Tax (9.5%)	\$853.55
	Total	\$12,610.88

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
1/28/2011	5325

BILL TO:
Santa Cruz Metropolitan Transit District 110 Vernon Street Santa Cruz, CA 95060

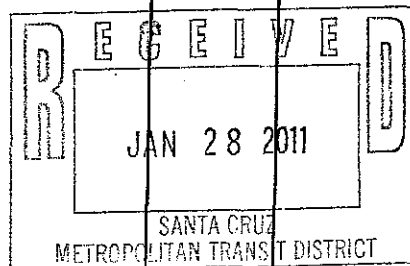
LOCATION:
Purchase Order <u>11-0124F</u>

JOB #	TERMS	DUE DATE
X 2802	Net 30	2/27/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for ACD LNG Pump and Murphy Pressure Switch.			
ACD LNG Pump	1	19 826.37	19,826.37
Murphy Switch	1	274.31	274.31
Shipping cost	1	316.25	316.25
Forklift pulling P4 Liquid Pump	1	573.36	573.36

503352-2200
PUMP/RPR

Handwritten signature



APPROVED FOR PAYMENT

1176

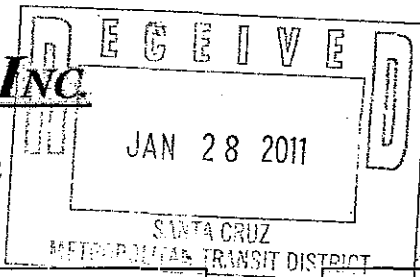
It's been a pleasure working with you!	Subtotal	\$20 990.29
	Sales Tax (9.5%)	\$1,909.56
	Total	\$22,899.85

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342



INVOICE

DATE	INVOICE #
1/28/2011	5324

BILL TO:
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:
Purchase Order 11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	2/27/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Oil Injection System			
Assembly, Shipping and On Site Installation	1	8,069.65	8,069.65
Materials	1	5,185.35	5,185.35

JKS

503352-2200
OIL INJECT SYSTEM

APPROVED FOR PAYMENT

1176

It's been a pleasure working with you!	Subtotal	\$13,255.00
	Sales Tax (9.5%)	\$492.61
	Total	\$13,747.61

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
2/16/2011	5370

BILL TO:

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

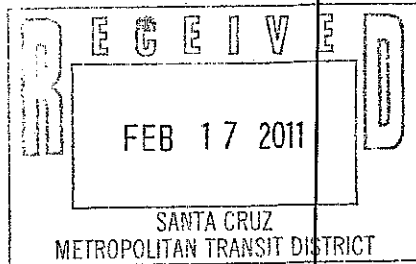
LOCATION:

Purchase Order 11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	3/18/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for Anderson Greenwood Valves per Sheldon.			
80 Series Anderson Greenwood Valve	2	1,298.319	2,596.64T
Shipping cost - UPS Ground 1ZV2V1110350441967 delivered on 1/28/2011 signed by Greg	1	48.06	48.06

OKS



OUT RPR EQUIP
503352-2200

1176

APPROVED FOR PAYMENT

If's been a pleasure working with you!	Subtotal	\$2,644.70
	Sales Tax (9.5%)	\$246.69
	Total	\$2,891.39

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
2/25/2011	5384

BILL TO:
Santa Cruz Metropolitan Transit District 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	3/27/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for parts / repairs per Sheldon.			
Hex Reducing Nipples	3	19.71	59.13T
Shipping cost	1	14.51	14.51
Test & Re-Certify FlowSafe Relief Valve.	1	137.50	137.50
Shipping cost - SC to APS	1	13.75	13.75
Shipping cost - APS to SC	1	7.87	7.87

OK

OUTRPR Equip
503352-2200

APPROVED FOR PAYMENT

1176

RECEIVED

FEB 25 2011

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

It's been a pleasure working with you!	Subtotal	\$232.76
	Sales Tax (9.5%)	\$5.62
	Total	\$238.38

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342

INVOICE

DATE	INVOICE #
3/11/2011	5416

BILL TO:
Santa Cruz Metropolitan Transit District 110 Vernon Street Santa Cruz, CA 95060

LOCATION:
Purchase Order 11-0124F

JOB #	TERMS	DUE DATE
X 2802	Net 30	4/10/2011

DESCRIPTION	QTY	RATE	AMOUNT
Billing for repaired parts per Sheldon.			
CT5000S Rebuild Nozzle	1	1,129.13	1,129.13T
Shipping cost - SC to AFV K1917231034	1	15.55	15.55
Shipping cost - AFV to SC 1Z7Y598R0354959621 delivered on 3/4/11 signed by Greg	1	40.68	40.68
Cold End Repair s/n 5568	1	1,151.54	1,151.54T
Shipping cost - SC to CS&P K1917231043	1	55.35	55.35
Shipping cost - CS&P to SC	1	62.13	62.13

OUT RPR EQUIP
503352-2200

ok S

APPROVED FOR
PAYMENT

1176

RECEIVED
MAR 11 2011
SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT

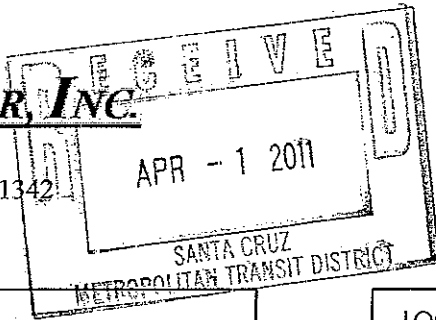
If's been a pleasure working with you!	Subtotal	\$2,454.38
	Sales Tax (9.5%)	\$216.67
	Total	\$2,671.05

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
Evanston, WY 82931-1342



INVOICE

DATE	INVOICE #
3/31/2011	5455

BILL TO:

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

LOCATION:

Purchase Order 11-0124F

DESCRIPTION	JOB #	TERMS	DUE DATE
		X 2802	Net 30
DESCRIPTION	QTY	RATE	AMOUNT
Billing for rebuilt valves per Sheldon. *			
3/4" NPT Needle Valve Rebuild	1	539.00	539.00T
Shipping cost - UPS 1Z22F4880393142576 delivered on 3/31/10 signed by Williams	1	17.57	17.57
<p>503352-2200 OUT RFR EQUIP</p> <p># 1176</p> <p><i>[Signature]</i></p> <p>APPROVED FOR PAYMENT</p>			
It's been a pleasure working with you!		Subtotal	\$556.57
		Sales Tax (9.5%)	\$51.21
		Total	\$607.78

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
 Evanston, WY 82931-1342
 A subsidiary of Clean Energy Fuels, Corporation

Invoice Date
 6/30/2011



Invoice Number
 INV0000123

Bill To:
 Santa Cruz Metropolitan Transit District
 Attn:
 110 Vernon Street
 Santa Cruz, CA 95060

Ship To:
 Santa Cruz Metropolitan Transit District
 Attn:
 110 Vernon Street
 Santa Cruz, CA 95060

Customer No.
 SAN003

PO Number	Payment Terms	Due Date
11-0124F	NET30	7/30/2011

Item	Description	Quantity	Rate	Amount
SPC	Billing for Relief Valves per Sheldon	1.000	\$0.0000	\$0.00
PARTS3041	Parts - Cross, nipples, plug & bushing	1.000	\$56.0600	\$56.06
TAX-CA SANTA CRUZ	CA Sales Taxes Santa Cruz	56.060	\$0.0850	\$4.77 ✓

Total \$60.83

It's been a pleasure working with you!

Remit Payment To:
 NorthStar, Inc. c/o Clean Energy
 3020 Old Ranch Pkwy Suite 400
 Seal Beach, CA 90740
 (562) 493-2804

FY11

503352-2200
 OLR RPR EQUIP

1176

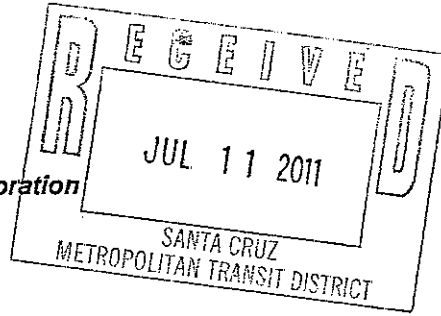
APPROVED FOR
 PAYMENT

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
 Evanston, WY 82931-1342
 A subsidiary of Clean Energy Fuels, Corporation



Invoice Date
 6/30/2011

Invoice Number
 INV0000124

Bill To:
 Santa Cruz Metropolitan Transit District
 Attn:
 110 Vernon Street
 Santa Cruz, CA 95060

Ship To:
 Santa Cruz Metropolitan Transit District
 Attn:
 110 Vernon Street
 Santa Cruz, CA 95060

Customer No.
 SAN003

PO Number	Payment Terms	Due Date
11-0124F	NET30	7/30/2011

Item	Description	Quantity	Rate	Amount
SPC	billing for parts used for 92 day maintenance per Sheldon	1.000	\$0.0000	\$0.00
PARTS3041	Parts - AC Filter	2.000	\$11.0000	\$22.00
TAX-CA SANTA CRUZ	CA Sales Taxes Los Angeles	22.000	\$0.0850	\$1.87

It's been a pleasure working with you!

Total \$23.87

Remit Payment To:
 NorthStar, Inc c/o Clean Energy
 3020 Old Ranch Pkwy Suite 400
 Seal Beach, CA 90740
 (562) 493-2804

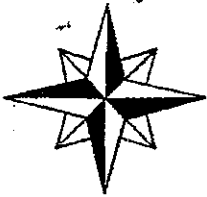
FY11

503352-2200
 OUT RPR EQUIP

APPROVED FOR
 PAYMENT

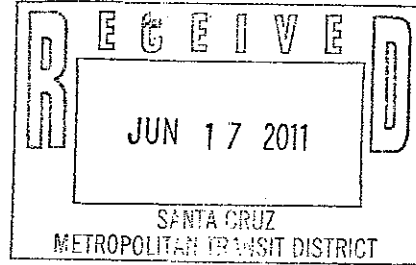
1176

Attachment B: NorthStar Invoices FY11



NORTHSTAR, INC.

Post Office Box 1342
 Evanston, WY 82931-1342
 A subsidiary of Clean Energy Fuels, Corporation



Invoice Date
 5/31/2011

Invoice Number
 INV0000092

Bill To:
 Santa Cruz Metropolitan Transit District
 Attn:
 110 Vernon Street
 Santa Cruz, CA 95060

Ship To:
 Santa Cruz Metropolitan Transit District
 Attn:
 110 Vernon Street
 Santa Cruz, CA 95060

Customer No.
 SAN003

PO Number	Payment Terms	Due Date
11-0124F	NET30	6/30/2011

Item	Description	Quantity	Rate	Amount
SPC	Parts & repairs per Sheldon	1 000	\$0 0000	\$0.00
PARTS3041	Parts - Check Valve S/N 08 repair (Ref: PO 3041) ✓	1.000	\$596.7500	\$596.75
SPC3041SHP	Shipping Cost - CS&P to Santa Cruz 5/6/11	1.000	\$11.7500	\$11.75
SPC3041SHP	Shipping Cost - Santa Cruz to CS&P 4/14/11	1 000	\$16 6000	\$16.60
PARTS3041	Parts - Helical Tood Drive Belt (Ref: PO 3041) ✓	1.000	\$364.9300	\$364.93
TAX-CA SANTA CRUZ	CA Sales Taxes Los Angeles	961.680	\$0.0950	\$91.36

Total \$1,081.39

It's been a pleasure working with you!

Remit Payment To:
 NorthStar, Inc c/o Clean Energy
 3020 Old Ranch Pkwy Suite 400
 Seal Beach, CA 90740
 (562) 493-2804

503352-2200
 EQUIP. REPAIR

1176

APPROVED FOR PAYMENT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 14, 2012

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH TRC SOLUTIONS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE JUDY K. SOUZA OPERATIONS BUILDING COMPONENT OF THE METROBASE PROJECT IN AN AMOUNT NOT TO EXCEED \$1,495,440

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract with TRC Solutions, Inc. for Construction Management Services for the Judy K. Souza Operations Building Component of the MetroBase Project in an amount not to exceed \$1,495,440 and designate Frank Cheng, Project Manager & IT Manager, as Contract Administrator.

II. SUMMARY OF ISSUES

- On February 24, 2012, the Board of Directors authorized the General Manager to issue a Request for Proposals (RFP) for Construction Management Services for the Judy K. Souza Operations Building component of the MetroBase Project.
- A formal RFP was conducted to solicit proposals from qualified firms.
- Fourteen (14) firms submitted proposals for Santa Cruz METRO's review.
- A three-member evaluation committee comprised of Santa Cruz METRO staff reviewed, and evaluated the proposals. A short list from the top candidates was created and interviewed. METRO is recommending a contract award to TRC Solutions, Inc.

III. DISCUSSION

On February 24, 2012, the Board of Directors authorized the General Manager to issue a Request for Proposals (RFP) for Construction Management Services for the Judy K. Souza Operations Building component of the MetroBase Project.

On June 28, 2012, Santa Cruz METRO Request for Proposal No. 12-34 was sent to multiple firms, was legally advertised and a notice was posted on Santa Cruz METRO's web site. On August 8, 2012, METRO received fourteen (14) proposals for Santa Cruz METRO's review.

A three-member evaluation committee comprised of Frank Cheng, Project Manager & IT Manager, Robert Cotter, Fleet Maintenance Manager, and Carol Johnson, Administrative Specialist, have reviewed and evaluated the proposals. A short list of the top candidates was created, and those firms were interviewed.

The evaluation committee used the following criteria as contained in the Request for Proposals:

Evaluation Criteria	Points Possible
1. Qualifications/Experience	20
2. Key Staff	20
3. Understanding	25
4. Approach	25
5. Overall	10
Total Points Possible	100

The evaluation committee is recommending that a contract be established with TRC Solutions, Inc. for the Construction Management Services for the Judy K. Souza Operations Building component of the MetroBase Project in an amount not to exceed \$1,495,440 with Frank Cheng, Project Manager & IT Manager, to serve as the Contract Administrator. Contractor will provide all services meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

METRO staff is recommending that the Board of Directors approve the following construction contract change order procedures that will apply to this construction management contract:

1. For any change order request from the construction management that exceeds \$50,000, METRO staff will review and present such request to the Board of Directors for approval.
2. For any change order request from the construction management that is \$50,000 or less, approval of the change order will require review and approval from the following personnel:
 - a. Frank Cheng, METRO's Project Manager
 - b. Les White, METRO's General Manager
3. METRO staff shall report every month to the Board of Directors on all change orders processed for this contract.

IV. FINANCIAL CONSIDERATIONS

Funds to support the contract are included in the Operations FY13 capital budget. Funding elements for the capital budget include PTMISEA, State/Local Partnership funds, federal funds, sales tax, and proceeds from the sale of property.

V. ATTACHMENTS

- Attachment A:** List of firms
Attachment B: List of top candidates & scores
Attachment C: Contract with TRC Solutions, Inc.

Note: The RFP along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.

Prepared By: Frank Cheng, Project Manager & IT Manager

Attachment A

Summary of proposals received for Santa Cruz METRO

RFP 12-34 for Construction Management Services

FIRMS

- 1 4Leaf, Inc.
- 2 ANDCO Consulting, Inc.
- 3 Consolidated CM, Inc.
- 4 Gilbane Building Company
- 5 Integrated Construction Management
- 6 Parsons Brinckerhoff
- 7 PSOMAS
- 8 Salas O'Brien
- 9 Swinerton Management & Consulting
- 10 Townsend Management, Inc.
- 11 TRC Solutions, Inc.
- 12 URS Corporation
- 13 VSCE
- 14 WLC Construction Services, Inc.

Attachment B

Summary of top candidates for Santa Cruz METRO
RFP 12-34 for Construction Management Services

	Points Possible	TRC Solutions Inc.	URS Corporation
Qualifications /Experience	20	19.7	19.5
Key Staff	20	18.8	13.5
Project Understanding	25	20.3	24.7
Approach	25	24.3	24.7
Overall	10	9.0	8.3
TOTAL	100	92.2	90.7

Attachment C

PROFESSIONAL SERVICES CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES (12-34)

THIS CONTRACT is made effective on _____, 2012 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and TRC Solutions, Inc. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO's Need for Construction Management Services

Santa Cruz METRO has the need for Construction Management Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated June 28, 2012, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit "A".

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Construction Management Services and whose principal place of business is 101 2nd Street, Suite 300, San Francisco, CA 94105. Pursuant to the Request for Proposals by Santa Cruz METRO, Contractor submitted a proposal for Construction Management Services, which is attached hereto and incorporated herein by reference as Exhibit "B."

1.04 Selection of Contractor and Intent of Contract

On August 23, 2012, Santa Cruz METRO selected Contractor as the Offeror whose proposal was most advantageous to Santa Cruz METRO, to provide the Construction Management Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14.

A. Exhibit "A"

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated June 28, 2012

B. Exhibit "B" (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Construction Management Services, signed by Contractor and dated July 30, 2012.

Attachment C

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits "A" and "B". Where in conflict, the provisions of Exhibit "A" supersede Exhibit "B".

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14.

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued June 28, 2012.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued June 28, 2012.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed three (3) years and shall commence upon the execution of the contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this contract agreement may be renewed for two (2) additional one (1) year terms, upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO written approval of Contractor's written invoice for

Attachment C

said work. Contractor understands and agrees that if he/she exceeds the \$1,495,440 maximum amount payable under this contract, that it does so at its own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Telephone call expenses shall show the nature of the call and identify location and individual called. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: General Manager

CONTRACTOR

Attention: _____

Attachment C

7. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

Signed on _____

SANTA CRUZ METRO - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR -
TRC Solutions, Inc.

By _____
Mario Maciel, Regional Sales Manager

Approved as to Form:

Margaret Gallagher
Santa Cruz METRO Counsel